

# Warwickshire Governor Services

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## PROFESSIONAL DEVELOPMENT PROGRAMME

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*for Governors, Headteachers and  
Governance Professionals of  
Maintained Schools*

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*April 2025 - March 2026*

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# WELCOME!

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Dear Governors, Headteachers and Governance Professionals

Welcome to our 2025/26 Professional Development Programme which has been developed to provide high quality, relevant and accessible training. We collaborate with a wide range of schools, trusts and education and safeguarding colleagues in Warwickshire and bordering authorities.

The Governor Services team, supported by trainers and consultants continuously review feedback, update training in line with current guidance and practice and quality assure the delivery of all products.

We respond to the developments in education by organising briefings with subject experts to inform governors to fulfil their roles.

The Governor Services team have firsthand experience through governing board membership throughout the county and cover all phases of education.

Our Clerking Service continues to expand, with governance professionals providing effective and efficient support to governing boards through online and face to face meetings.

A subscription to Governor Services includes access to a telephone and email helpline, a comprehensive resource library, three issues of our newsletter 'Governance Matters' each term and regular briefings, as well as having access to the full training and development programme. If you think we could help your school/governing board, please do contact us.

Finally, thank you for your continued commitment to Warwickshire children and families; it is valued and appreciated.

Julia Kenny  
Service Manager, Governor Services

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# SUBSCRIPTION INFORMATION

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## Warwickshire Clerking Service

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Warwickshire Clerking Service goes from strength to strength providing professional clerking support to schools. We recruit, train and support our Governance Professionals to ensure schools receive a professional and efficient service which in turn supports the effectiveness of the governing board.

Our Governance Professionals are supported by an experienced team of governance and clerking professionals who provide professional development and helpdesk advice, ensuring our schools and trusts receive reliable, accurate full-service.

Schools have the option to subscribe to a minimum of six meetings per academic year (*to include committee meetings if there are fewer than six Full Governing Board meetings*) under one single subscription cost.

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

### A subscription to the Clerking Service includes:

- A Governance Professional who has been successfully recruited following a rigorous selection and recruitment process, and who has undertaken a comprehensive induction training programme.
- A Governance Professional, who is fully DBS checked and who will maintain records in accordance with legal requirements, manage governance structures, governor attendance at meetings, and ensure the governing board is properly constituted.
- A Governance Professional who will deliver excellent administration support in addition to advising the governing board on governance constitutional, and procedural matters.
- A Governance Professional who has access to all training and CPD required for the role (at no cost to you) and direct access to the Governor Services Team to utilise their expert knowledge, guidance and support.

- A Governance Professional who is experienced in minute writing, governance procedure and law and who can produce accurate records of meetings including recording of resolutions and effective challenge and support.
- Governance Professionals who have access to termly team / network meetings, team briefings and an annual conference ensuring they are aware changes in regulations, governance guidelines, and the latest news and developments in the education sector that impact on governance.

## Additional Benefits

- A Clerking Service which is flexible, providing ad hoc support to cover additional or specialist panel meetings and hearings.
- A Clerking Service which is available virtually allowing for remote or face to face meetings
- A Clerking Service which is routinely quality assured and operates quality assurance to ensure that all clerking support is delivered to a high standard.
- A Governance Professional who is available via email and telephone during term time throughout the school year. Outside of this time, Governor Services colleagues are available for additional advice and guidance.
- A Governance Professional who is supported by a team of dedicated Governor Services colleagues, unlimited access to a comprehensive training and development programme and access to an extensive resource library containing model template, procedures and guidance documents.

# SUBSCRIPTION TO THE PROFESSIONAL DEVELOPMENT PROGRAMME

## Subscription Benefits

<b>Single School Subscription</b>	<b>Multi School Subscription</b>
Unlimited attendance at centre-based or virtual training courses	Unlimited attendance at centre-based or virtual training courses
Unlimited access to a comprehensive resource library	Unlimited access to a comprehensive resource library
A regular copy of the Warwickshire Governor Services 'Governance Matters' newsletter	A regular copy of the Warwickshire Governor Services 'Governance Matters' newsletter
Unlimited access to advice and guidance from a central team of experienced governance and clerking professionals	Unlimited access to advice and guidance from a central team of experienced governance and clerking professionals
2-hr in-house session or a facilitated Governing Board Self Review	Shared in-house session(s) with your cluster/consortium
Access to Governors' networking meetings	Access to Governors' networking meetings
Face to Face advice and support	Face to Face advice and support

## Pricing

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

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# MULTI-SCHOOL SUBSCRIPTION TO THE PROFESSIONAL DEVELOPMENT PROGRAMME

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

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

The Multi-School Subscription includes a limited number of in-house sessions shared between the schools as per the table below. The schools can select a maximum of six sessions (from the list of topics on page 45 of the Professional Development Programme) to be delivered on agreed dates throughout the year at one of their sites, or virtually via MS Teams.

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

- A governor from a non-subscribing school or a single subscribing school may attend the multi school training with the agreement of the schools within the Multi-School Subscription at an additional charge of £100 per delegate, per session, payable to Governor Services.
- The cost of an additional 2-hour in-house session for schools who subscribe as part of the Multi-School Subscription but would like their own or an additional session for their school is £325 per session.



## BUY AS YOU NEED AND ADDITIONAL SERVICES PRICES & DETAILS

Service	Full Subscription	Multi-School Subscription	Non-subscribing Schools
Training Course (2hrs)	✓	✓	£135 per delegate
Networking Sessions	✓	✓	£45 per delegate
Half day course	✓	✓	£180 per delegate
Full day course	✓	✓	£355 per delegate
In house bespoke 2-hour training session	✓	✓ Yes, but limited number	£410 per session
OR			
Facilitated Review/Self Evaluation Session	✓	✓ Available at reduced cost of £325	£410 per session
Headteacher Recruitment Training	Can be delivered as in-house entitlement	£325 This topic cannot be delivered to a consortium	£410 per session
School Website Audit	£170	£170	£170
GovernorHub & GovernorHub Knowledge (single subscription)	£400	£400	£450
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	£1360	£1360	£1360
Chairs/Governance Professionals Mentoring Support	Price on application	Price on application	Price on application
Mediation Support (4 hours)	Price on application	Price on application	Price on application
Investigations	£500 per day	£500 per day	£500 per day

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# HOW TO BOOK YOUR COURSES

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- By email ([governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk)) or telephone ((01926) 745120). Please remember to quote the course reference number, course title, date and the delegate's name, school, and email address;
- An email confirmation will be sent at the time of booking, with a reminder email sent nearer to the course date;
- When booking a course, delegates are asked to mention any visual, auditory or access requirements and on full day training courses, any dietary needs.
- If your governing board has not purchased the Professional Development subscription but has chosen the Buy as You Need option, please check that funding is available before registering for the course;
- Where courses are over-subscribed, places will be filled on a first come, first served basis;
- Courses are suitable for all governors unless otherwise indicated in the course description;
- If a delegate registers for a course and subsequently finds that they cannot attend, it is most important that Governor Services are informed. Delegates who book places and do not attend will be charged for non-attendance;
- Following attendance at the training, delegates will receive a copy of any PowerPoint slides used during the training. We also ask all delegates to complete a Training Course Feedback form.

## Online Training via Microsoft Teams

- By email ([governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk)) or telephone ((01926) 745120). Please remember to quote the course reference number, course title, date and the delegate's name, school, and email address;
- An email confirmation will be sent to confirm the booking;
- A reminder email will be sent nearer the date, together with electronic training materials which delegates may need to access during the session.
- On the day of training, delegates should click on the Teams link to join the session.
- Following attendance at the training, delegates will receive a copy of any PowerPoint slides used during the training. We also ask all delegates to complete a Training Course Feedback form.

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# COURSE CANCELLATION POLICY

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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.

To cancel a training booking, please email Governor Services at [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk).

A cancellation charge will not apply if another delegate from the governing board attends the training session. Please notify Governor Services of any changes made.

## Non-Attendance Fees

### Buy As You Need Customers

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

### Subscribing Schools

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

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

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# GOVERNORS' TRAINING PATHWAY

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The DfE states that governing boards are responsible for allocating a training and development budget and all governors and governance professionals are encouraged to attend training to develop their skills and knowledge. The budget for governor training is delegated to schools.

This framework provides suggested activities and training that you may find helpful for different stages of your term as a governor.

All Governors – must attend this training annually:

- **Child Protection & Safeguarding**

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

- **Induction to School Governance**

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

All Governors- between 6 months and a year, consider attending the following courses (training needs should be discussed with the Chair of Governors):

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

If you have an interest, are appointed to a committee, or become a link governor, you should consider attending the following training course(s):

- Finance
- Headteacher Appraisal & Teachers' Pay & Performance
- Headteacher Recruitment Support
- Handling Complaints Part 1 - Good practice in dealing with School Complaints
- Handling Complaints Part 2 - Complex Complaints Management for Governors
- Governor Panels: What Governors Need to Know
- Leading the Board - The Role of the Chair
- Joining a Multi Academy Trust
- Marketing your School
- Quality of Education

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

- Safeguarding Governor Responsibilities & Monitoring
- Health & Safety
- Special Educational Needs
- Effective Governance in the Early Years & Foundation Stage

# 2025/26 TRAINING COURSE CALENDAR

Summer Term			
Date	Course Title	Venue	Page
06/05/2025	Governance Professionals' Induction (3-part course)	Teams	43
07/05/2025	Induction to School Governance (3-part course)	Face-to-Face	22
08/05/2025	Governor Briefing: Improving Pupil Attendance	Teams	17
13/05/2025	Safeguarding Governors' Responsibilities & Monitoring	Teams	19
13/05/2025	Preparing for an Ofsted Inspection	Teams	37
14/05/2025	Child Protection & Safeguarding	Teams	18
14/05/2025	Engaging with Parents & The Community	Teams	25
14/05/2025	The Governor's Role in School Improvement Part 1	Teams	27
20/05/2025	Effective Monitoring, Remote Monitoring & School Visits	Teams	24
21/05/2025	The Governor's Role in School Improvement Part 2	Teams	28
21/05/2025	Handling Complaints Part 1	Teams	31
04/06/2025	Governor Briefing: Safeguarding - Working Together	Teams	17
05/06/2025	Equality and School Governance	Teams	26
05/06/2025	Joining a Multi-Academy Trust	Teams	35
09/06/2025	Induction to School Governance (3-part course)	Teams	22
10/06/2025	Health & Safety for Governors of Maintained, Community & Voluntary Controlled Schools	Teams	34
10/06/2025	Clerking Panel Hearings	Teams	44
11/06/2025	Prevent Duty	Teams	21
11/06/2025	Effective Clerking (3-part course)	Teams	45
12/06/2025	Leading the Board: The Role of the Chair (3-part course)	Teams	36
12/06/2025	Using School Performance Data	Teams	40
16/06/2025	Quality of Education	Face-to-Face	39
17/06/2025	Governor Panels: What Governors Need to Know	Teams	30
17/06/2025	Headteacher Appraisal & Teacher Pay & Performance	Teams	33
17/06/2025	Marketing your School	Teams	36
18/06/2025	Special Educational Needs & The Governing Board	Teams	41
25/06/2025	Handling Complaints Part 2	Teams	32
01/07/2025	Governor Briefing: SEND	Teams	17
02/07/2025	Induction to School Governance (3-part course)	Teams	22
02/07/2025	Pupil Premium - The Performance of Vulnerable Pupil Groups	Teams	38
03/07/2025	Headteacher Appraisal & Teacher Pay & Performance	Face-to-Face	33
09/07/2025	The Governor's Role in Staff Performance Management	Teams	29
10/07/2025	Child Protection & Safeguarding	Face-to-Face	18
31/07/2025	Induction to School Governance (one day course)	Face-to-Face	22
20/08/2025	Child Protection & Safeguarding	Face-to-Face	18

<b>Autumn Term</b>			
<b>Date</b>	<b>Course Title</b>	<b>Venue</b>	<b>Page</b>
18/09/2025	Headteacher Appraisal & Teacher Pay & Performance	Teams	33
22/09/2025	Child Protection & Safeguarding	Face-to-Face	18
23/09/2025	Safer Recruitment (one day course)	Face-to-Face	20
24/09/2025	Induction to School Governance (3-part course)	Teams	22
24/09/2025	Engaging with Parents & The Community	Face-to-Face	25
24/09/2025	Governance Professionals' Induction (2-part course)	Teams	43
01/10/2025	Headteacher Appraisal & Teacher Pay & Performance	Teams	33
02/10/2025	Governor Briefing: Exclusions	Teams	17
07/10/2025	Handling Complaints Part 1	Teams	31
14/10/2025	The Governor's Role in Managing School Finances	Teams	26
14/10/2025	Headteacher Appraisal & Teacher Pay & Performance	Teams	33
15/10/2025	Safeguarding Governors' Responsibilities & Monitoring	Face-to-Face	19
15/10/2025	Equality and School Governance	Teams	26
15/10/2025	Marketing your School	Teams	36
15/10/2025	Clerking Panel Hearings	Teams	44
16/10/2025	School Website Compliance	Face-to-Face	40
18/10/2025	Induction to School Governance (one day course)	Face-to-Face	22
21/10/2025	Leading the Board: The Role of the Chair (one day course)	Face-to-Face	36
23/10/2025	The Governor's Role in Staff Performance Management	Teams	29
03/11/2025	Governor Briefing: Safeguarding - KCSiE 2025	Teams	17
10/11/2025	Preparing for an Ofsted Inspection	Teams	37
11/11/2025	Induction to School Governance (3-part course)	Teams	22
11/11/2025	Handling Complaints Part 2	Teams	32
11/11/2025	Effective Clerking (3-part course)	Teams	45
12/11/2025	The Governor's Role in School Improvement Part 1	Teams	27
12/11/2025	Joining a Multi-Academy Trust	Teams	35
12/11/2025	Quality of Education	Face-to-Face	39
19/11/2025	Effective Monitoring, Remote Monitoring & School Visits	Face-to-Face	24
19/11/2025	The Governor's Role in School Improvement Part 2	Teams	28
19/11/2025	Health & Safety for Governors of Maintained, Community & Voluntary Controlled Schools	Teams	34
24/11/2025	Prevent Duty	Teams	21
24/11/2025	Induction to School Governance (3-part course)	Teams	22
25/11/2025	Child Protection & Safeguarding	Teams	18
27/11/2025	Pupil Premium - The Performance of Vulnerable Pupil Groups	Face-to-Face	38
01/12/2025	Governor Panels: What Governors Need to Know	Teams	30
02/12/2025	Using School Performance Data	Teams	40
03/12/2025	Special Educational Needs & The Governing Board	Teams	41

<b>Spring Term</b>			
<b>Date</b>	<b>Course Title</b>	<b>Venue</b>	<b>Page</b>
14/01/2026	Safer Recruitment (4-part course)	Teams	20
19/01/2026	Induction to School Governance (3-part course)	Teams	22
19/01/2026	Effective Clerking (3-part course)	Teams	45
22/01/2026	Child Protection & Safeguarding	Teams	18
26/01/2026	Engaging with Parents & The Community	Teams	25
27/01/2026	Governance Professionals' Induction (3-part course)	Teams	43
28/01/2026	Effective Governance in the Early Years & Foundation Stage	Teams	23
02/02/2026	Clerking Panel Hearings	Teams	44
04/02/2026	Governor Briefing: Virtual School Cohorts	Teams	17
04/02/2026	Using School Performance Data	Teams	40
05/02/2026	Safeguarding Governors' Responsibilities & Monitoring	Face-to-Face	19
05/02/2026	Marketing your School	Teams	36
02/03/2026	Handling Complaints Part 1	Teams	31
03/03/2026	Prevent Duty	Teams	21
04/03/2026	Induction to School Governance (one day course)	Face-to-Face	22
04/03/2026	Governor Panels: What Governors Need to Know	Teams	30
05/03/2026	Effective Monitoring, Remote Monitoring & School Visits	Teams	24
05/03/2026	Preparing for an Ofsted Inspection	Teams	37
05/03/2026	Quality of Education	Face-to-Face	39
10/03/2026	Leading the Board: The Role of the Chair (3-part course)	Teams	36
12/03/2026	Induction to School Governance (3-part course)	Teams	22
16/03/2026	Equality and School Governance	Teams	26
17/03/2026	Governor Briefing: Admissions	Teams	17
17/03/2026	Child Protection & Safeguarding	Face-to-Face	18
18/03/2026	Special Educational Needs & The Governing Board	Teams	41
19/03/2026	Safer Recruitment (one day course)	Face-to-Face	20
23/03/2026	Handling Complaints Part 2	Teams	32



## Governor Briefing Sessions

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Thursday 08 May 2025</b> <b>IMPROVING PUPIL ATTENDANCE</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Wednesday 04 June 2025</b> <b>SAFEGUARDING – “Working Together to Safeguard Children”</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Tuesday 01 July 2025</b> <b>SEND</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Autumn Term</b>		
<b>Thursday 02 October 2025</b> <b>EXCLUSIONS</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Monday 03 November 2025</b> <b>SAFEGUARDING – “Keeping Children Safe in Education 2025”</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Spring Term</b>		
<b>Wednesday 04 February 2026</b> <b>VIRTUAL SCHOOL COHORTS</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Tuesday 17 March 2026</b> <b>ADMISSIONS</b>	Virtual Meeting via TEAMS	1830 – 1930

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

# Child Protection & Safeguarding

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

All governors must complete this training annually, in line with the expectations of Keeping Children Safe in Education (KCSiE) 2024.

## 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
<b>Summer Term</b>		
<b>Wednesday 14 May 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Thursday 10 July 2025</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
<b>Summer Holiday Event</b>		
<b>Wednesday 20 August 2025</b>	Shire Hall (Judges House Drawing Room), Market Place, Warwick, CV34 4RL	1000 – 1200
<b>Autumn Term</b>		
<b>Monday 22 September 2025</b>	St Michael’s Church Centre, Church Lane, Budbrooke, Warwick, CV35 8QL Tel: (01926) 407020	1000 – 1200
<b>Tuesday 25 November 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
<b>Thursday 22 January 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Tuesday 17 March 2026</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200

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## Safeguarding Governors' Responsibilities and Monitoring

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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
<b>Summer Term</b>		
<b>Tuesday 13 May 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Wednesday 15 October 2025</b>	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	1000 - 1200
<b>Spring Term</b>		
<b>Thursday 05 February 2026</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200

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

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## Safer Recruitment

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**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 must ensure that at least one member of any recruitment interview panel has undergone this training.

There is no designated timescale for refreshing this training, however, to ensure governors remain up to date with best practice, it is recommended that governors update their training every 3-4 years, in line with their reappointment on the Governing Board.

Date	Venue	Time
<b>Autumn Term</b>		
<b>Tuesday 23 September 2025</b>	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	0900 - 1700
<b>Spring Term</b>		
<b>Part 1: Wednesday 14 January 2026</b>	Virtual Training via TEAMS	1800 – 2000
<b>Part 2: Thursday 15 January 2026</b>		
<b>Part 3: Wednesday 21 January 2026</b>		
<b>Part 4: Thursday 22 January 2026</b>		
<b>Thursday 19 March 2026</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0900 - 1700

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

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## Prevent Duty

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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. Delivered by a WCC Prevent Officer, this training will provide an overview of this Duty and its implications for your school.

The course will cover:

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 11 June 2025</b>	Virtual Training via TEAMS	1800 - 1900
<b>Autumn Term</b>		
<b>Monday 24 November 2025</b>	Virtual Training via TEAMS	1800 - 1900
<b>Spring Term</b>		
<b>Tuesday 03 March 2026</b>	Virtual Training via TEAMS	1400 - 1500

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

## Induction to School Governance

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

To accommodate the needs of governors, the course is delivered in different formats:

- A single whole day session;
- Three sessions of 2 hours per session

or as a cluster/partnership/consortium group.

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesdays 07, 14 &amp; 21 May 2025</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
<b>Mondays 09, 16 &amp; 23 June 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Wednesdays 02, 09 &amp; 16 July 2025</b>	Virtual Training via TEAMS	1600 - 1800
<b>Thursday 31 July 2025</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630
<b>Autumn Term</b>		
<b>Wednesdays 24 September, 01 &amp; 08 October 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Saturday 18 October 2025</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	0930 - 1630
<b>Tuesdays 11, 18 &amp; 25 November 2025</b>	Virtual Training via TEAMS	1600 - 1800
<b>Mondays 24 November, 01 &amp; 08 December 2025</b>	Virtual Training via TEAMS	1000 - 1200
<b>Spring Term</b>		
<b>Mondays 19, 26 January &amp; 02 February 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Wednesday 04 March 2026</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630
<b>Thursdays 12, 19 &amp; 26 March 2026</b>	Virtual Training via TEAMS	1000 - 1200

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## Effective Governance in the Early Years & Foundation Stage

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

So, what should Early Years' classes look like?

This session will:

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

Date	Venue	Time
<b>Spring Term</b>		
<b>Wednesday 28 January 2026</b>	Virtual Training via TEAMS	1000 - 1200

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

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## Effective Monitoring, Remote Monitoring & School Visits

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

The course will explore:

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

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Thursday 20 May 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Wednesday 19 November 2025</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
<b>Spring Term</b>		
<b>Thursday 05 March 2026</b>	Virtual Training via TEAMS	1000 - 1200

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



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## Engaging with Parents & The Community

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The Governance Guides expect governing boards to engage with parents to enhance pupils' education and to develop links with the local community to support school improvement.

The session will consider:

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 14 May 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Tuesday 24 September 2025</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
<b>Spring Term</b>		
<b>Monday 26 January 2026</b>	Virtual Training via TEAMS	1000 - 1200

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

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## Equality and School Governance

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

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Thursday 05 June 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Wednesday 15 October 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
<b>Monday 16 March 2026</b>	Virtual Training via TEAMS	1000 – 1200

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## The Governor's Role in Managing School Finances

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

The DfE Governance Guides state that a key function of the governing board is to ensure “the sound, proper and effective use of the school’s financial resources”.

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

Date	Venue	Time
<b>Autumn Term</b>		
<b>Tuesday 14 October 2025</b>	Virtual Training via TEAMS	1000 - 1200

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# The Governor's Role in School Improvement

## Part 1 of 2: School Self-Evaluation & Improvement Plans

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

This course will help governors:

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

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 14 May 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Wednesday 12 November 2025</b>	Virtual Training via TEAMS	1400 - 1600

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

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# The Governor's Role in School Improvement

## Part 2 of 2: Monitoring & Evaluation

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

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 21 May 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Wednesday 19 November 2025</b>	Virtual Training via TEAMS	1400 - 1600

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

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# The Governors' Role in Staff Performance Management

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This course looks at the role of the governing board in performance management and considers the terms of reference for the pay committee.

The course will:

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 09 July 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Thursday 23 October 2025</b>	Virtual Training via TEAMS	1900 - 2100

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

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## Governor Panels: What Governors Need to Know

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In their role, governors may be asked to be members of a formal panel to review the decisions made by a senior leader.

This course will enable governors to:

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

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

Date	Venue	Time
<b>Summer Term</b>		
Tuesday 17 June 2025	Virtual Training via TEAMS	1000 - 1200
<b>Autumn Term</b>		
Monday 01 December 2025	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
Wednesday 04 March 2026	Virtual Training via TEAMS	1400 – 1600

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

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

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

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

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 21 May 2025</b>	Virtual Training via TEAMS	1600 - 1800
<b>Autumn Term</b>		
<b>Tuesday 07 October 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Spring Term</b>		
<b>Monday 02 March 2026</b>	Virtual Training via TEAMS	1000 - 1200

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

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## Handling Complaints Part 2: Complex Complaints Management

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

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

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

This course will:

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 25 June 2025</b>	Virtual Training via TEAMS	1600 - 1800
<b>Autumn Term</b>		
<b>Tuesday 11 November 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Spring Term</b>		
<b>Monday 23 March 2026</b>	Virtual Training via TEAMS	1000 - 1200

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



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## Headteacher Appraisal and Teacher Pay & Performance

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An essential course for all governors who are members of their school's Headteacher Performance Management Review Panel. It is recommended that, after appointment to the panel, at least one panel member attends the training course.

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

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

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

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Tuesday 17 June 2025</b>	Virtual Training via TEAMS	1600 - 1800
<b>Thursday 03 July 2025</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200
<b>Autumn Term</b>		
<b>Thursday 18 September 2025</b>	Virtual Training via TEAMS	1000 - 1200
<b>Wednesday 01 October 2025</b>	Virtual Training via TEAMS	1600 - 1800
<b>Tuesday 14 October 2025</b>	Virtual Training via TEAMS	1900 - 2100

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

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## Health & Safety for Governors of Maintained, Community & Voluntary Controlled Schools

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These sessions will be delivered by colleagues from the WCC Corporate Health & Safety Team.

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

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

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

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

*Please note that governors of schools where the school is the employer (i.e. academies, foundation, voluntary aided and trust schools) should instead undertake the '**Health & Safety for Governors of Academy, Foundation, Voluntary-Aided and Trust Schools**' training. For details of this training course, please contact [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk).*

Date	Venue	Time
<b>Summer Term</b>		
Tuesday 10 June 2025	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
Wednesday 19 November 2025	Virtual Training via TEAMS	1000 – 1200

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

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## Joining a Multi-Academy Trust

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This course is for governing boards who are considering forming or joining a multi-academy trust (MAT). The sessions will ensure governors have thought about the risks, challenges and benefits of academisation.

It is recommended that all boards attend this training session before any formal decision is made to academise.

<b>Date</b>	<b>Venue</b>	<b>Time</b>
<b>Summer Term</b>		
<b>Thursday 05 June 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Wednesday 12 November 2025</b>	Virtual Training via TEAMS	1900 – 2100

*“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.”*

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## Leading the Board: The Role of the Chair

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

This course explores how to ensure a shared strategic focus and good communication as you lead and manage the governance team. This course is led by an experienced Chair of Governors who will identify practical examples of good practice.

- **Unit 1:** Leading the Team;
- **Unit 2:** Leading School Improvement;
- **Unit 3:** The Business of Leading Effective Governance.

Date	Venue	Time
<b>Summer Term</b>		
<b>Thursdays 12, 19 &amp; 26 June 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Tuesday 21 October 2024</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	0930 - 1630
<b>Spring Term</b>		
<b>Tuesday 10, 17 &amp; 24 March 2026</b>	Virtual Training via TEAMS	1000 - 1200

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## Marketing your School

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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 and identify opportunities to increase income.

Date	Venue	Time
<b>Summer Term</b>		
<b>Tuesday 17 June 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Wednesday 15 October 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
<b>Thursday 05 February 2026</b>	Virtual Training via TEAMS	1900 – 2100

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## Preparing for an Ofsted Inspection

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

The course will:

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Tuesday 13 May 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Monday 10 November 2025</b>	Virtual Training via TEAMS	1600 - 1800
<b>Spring Term</b>		
<b>Thursday 05 March 2026</b>	Virtual Training via TEAMS	1900 - 2100

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

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## Pupil Premium - The Performance of Vulnerable Pupil Groups

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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
<b>Summer Term</b>		
<b>Wednesday 02 July 2025</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Thursday 27 November 2025</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200

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

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## Quality of Education

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

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

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Monday 16 June 2025</b>	St Michael’s Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200
<b>Autumn Term</b>		
<b>Wednesday 12 November 2025</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
<b>Spring Term</b>		
<b>Thursday 05 March 2026</b>	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.”*

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## Using School Performance Data

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This course is about school improvement, not statistics! The aim of the session is to promote delegates' understanding and practical use of data, as part of the wider monitoring activities.

The course will take a pragmatic look at the questions raised by our schools' main data sources, helping governors from diverse backgrounds to understand the terminology, and relate data to real school performance.

Delegates will consider not just overall average data for pupil attainment and progress but will also examine the performance of vulnerable groups of pupils, in particular disadvantaged pupils.

Date	Venue	Time
<b>Summer Term</b>		
Thursday 12 June 2025	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
Tuesday 02 December 2025	Virtual Training via TEAMS	1000 – 1200
<b>Spring Term</b>		
Wednesday 04 February 2026	Virtual Training via TEAMS	1600 – 1800

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## School Website Compliance

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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
<b>Autumn Term</b>		
Thursday 16 October 2025	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200



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## Special Educational Needs & The Governing Board

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

The course will:

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 18 June 2025</b>	Virtual Training via TEAMS	1830 – 2030
<b>Autumn Term</b>		
<b>Wednesday 03 December 2025</b>	Virtual Training via TEAMS	1830 – 2030
<b>Spring Term</b>		
<b>Wednesday 18 March 2026</b>	Virtual Training via TEAMS	1830 – 2030

*“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!”*

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# GOVERNANCE PROFESSIONALS' TRAINING

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The Maintained Schools Governance Guide states:

*“...All governing bodies **must** have a clerk, who is the governing body’s governance professional. This is required by the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.”*

Strong governance support and an effective governance professional will help to:

- Contribute to the governing body’s efficiency, effectiveness, productivity and compliance;
- Support an understanding of the governing body’s role, legal responsibilities, strategic activities, safeguarding and organisational culture.

The governing body **must** listen to the independent advice the governance professional provides and have regard to that advice when exercising its functions.

The Governance Guide also states:

*“...The governing body supports the governance professional in identifying, accessing and attending training and development so they can:*

- *Maintain their governance knowledge;*
- *Provide accurate advice;*
- *Make sure the governing body complies with its duties.*

In addition to attending any of the courses listed in the Professional Development Programme, the courses listed in this section are tailored specifically for governance professionals. However, governors, in particular Chairs of Governors or Headteachers, may benefit from attending a course to upskill their knowledge of the roles and responsibilities of their governance professional.

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## Governance Professionals' Induction

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The induction programme will support governance professionals in their new role, by providing them with guidance on what their role is, what the role of governance is and what is expected of them.

The sessions will allow governance professionals to share best practice and learn from other while considering these topics:

- A Governance Professional's role and responsibilities;
- The roles and responsibilities of the governing board, particularly in supporting school improvement;
- Organising administration, priorities and good practice;
- Meetings and committees and best practice for minute taking and recording challenge;
- Working with and supporting the Chair with annual tasks;
- Managing appointments of new governors, elections, categories of governors and governor terms of office;
- Academy clerking arrangements;
- Working with Warwickshire Governor Services.

Date	Venue	Time
<b>Summer Term</b>		
<b>Thursday 06, 13 &amp; 20 May 2025</b>	Virtual Training via TEAMS	1000 – 1200
<b>Autumn Term</b>		
<b>Wednesday 24 &amp; Thursday 25 September 2025</b>	Virtual Training via TEAMS	1000 - 1230
<b>Spring Term</b>		
<b>Thursday 27 January, 03 &amp; 10 February 2026</b>	Virtual Training via TEAMS	1900 – 2100

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## Clerking Panel Hearings

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As part of their strategic role, governors may be required to sit on formal Governor Panels that consider, amongst other issues, parental complaints and pupil exclusions. This training session will focus on the vital role that governance professionals play in ensuring the effective running and decision making of Governor Panels.

The session covers:

- Helping the panel to prepare for the meeting;
- The importance of following policy and procedure;
- Supporting the panel on the day of the panel meeting;
- Compiling the decision letter.

Date	Venue	Time
<b>Summer Term</b>		
Tuesday 10 June 2025	Virtual Training via TEAMS	0930 – 1200
<b>Autumn Term</b>		
Wednesday 15 October 2025	Virtual Training via TEAMS	1830 – 2100
<b>Spring Term</b>		
Monday 02 February 2026	Virtual Training via TEAMS	1000 - 1230

*“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.”*

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## Effective Clerking

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This training session is recommended for governance professionals who have completed the Induction training and who wish to strengthen and develop their role in supporting effective governance. More experienced governance professionals may choose to attend this training session to extend or refresh their knowledge.

The course will:

- Provide a focus on strengthening the clerking competences required to carry out the role of a governance professional;
- Enable delegates to develop their own role and practice, enabling them to support their boards to become more effective;
- Allow delegates the opportunity to network.

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesdays 11, 18 &amp; 25 June 2025</b>	Virtual Training via TEAMS	0930 – 1130
<b>Autumn Term</b>		
<b>Tuesday 11, 18 &amp; 25 November 2025</b>	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
<b>Mondays 19, 26 January &amp; 02 February 2026</b>	Virtual Training via TEAMS	1900 – 2100

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## IN-HOUSE TRAINING

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While following a standard framework, the content for an in-house session will be tailored to meet the needs of your governing board.

If your school has chosen the Multi-School Subscription package, a member of each governing board in the collaboration/consortium should agree on the subject for the shared training session before making a course booking.

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

To discuss your governing board's training need or to book an in-house session, please contact Governor Services via email at [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk) or telephone (01926) 745120.

### Available Topics

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## Governors' Refresher Workshop

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This session is intended for all governors, whether new to the role or for those with more experience, who would benefit from refreshing and updating their knowledge.

The course will cover the strategic functions of the governing board and enable delegates to:

- Refresh their knowledge of the school governor role;
- Understand the current key priorities in governance in a changing education 'world';
- Consider the role governors have in developing, approving and monitoring the impact of the School Development Plan through the school improvement cycle;
- Consider their governing board's vision and strategy for the next 3-5 years with a focus on sustainability and collaboration options;
- Share experiences of governance and good practice ideas.

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## Governing Board Facilitated Self Evaluation

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It is important for the governing board to spend time reflecting on their effectiveness and for individuals to consider their own contribution and performance, and a facilitated board self-evaluation can support this activity.

The Maintained School Governance Guide states “...an effective governing body will review its own performance regularly. The governing body can evaluate the effectiveness of their governance through a combination of self-assessment tools, independent perspectives and skills audits”.

When effectively conducted, a self-evaluation can have a positive impact on the governance and overall performance of a school with boards:

- Becoming more strategic, accountable and transparent in their work, leading to better decision-making and resource allocation;
- Working smarter, which in turn reduces workload and improves governor and board effectiveness;
- Identifying strengths and areas for improvement, developing training and development pathways for governors, resulting in more effective governance.

A facilitated Governing Board Self Evaluation, led by an experienced trainer, will allow governing board members to step back from busy meetings and evaluate the effectiveness of their governing body. Governors will have an opportunity to identify and address their strengths and weaknesses before creating an action plan for their own development.

**The courses listed below can be delivered as in-house training sessions. For more information, please refer to the Centre Based section in this programme (pages 22 – 41).**

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

Effective Monitoring & School Visits

Effective Governance in the Early Years Foundation Stage

Engaging with Parents and The Community

Financial responsibilities – budget planning and monitoring

Governors' Role in School Improvement Part 1

Governors' Role in School Improvement Part 2

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

Handling Complaints part 2: Complex Complaints Management

Joining a Multi-Academy Trust

Marketing your School

Preparing for an Ofsted Inspection

Pupil Premium – The Performance of Vulnerable Pupil Groups

Quality of Education – *only available as face-to-face training*

Using School Performance Data



## In-House Course Booking Process

When considering an in-house session, please contact Governor Services, giving at least six weeks' notice. Please provide three possible dates and start times, together with the preferred method of delivery.

**Multi-School subscribers**: the training co-ordinator **must** ensure all schools have been consulted on the topic and have agreed to the course dates. Once confirmation has been agreed with all schools, the training co-ordinator is responsible for notifying Governor Services of the number and names of attendees at least 48 hours in advance of the session.

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

### **Online In-house Training via TEAMS**

For in-house training courses that are delivered via MS Teams, the co-ordinator is expected to compile one list detailing delegates names and email addresses and send it to Governor Services at least one week prior to the training event.

On receipt of the delegate information, Governor Services colleagues will share the course information together with a MS Teams link to each delegate prior to the training session.

**To ensure your request can be accommodated and to avoid disappointment, all bookings for the financial year 2025-2026 must be received by 31st December 2025.**

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## ADDITIONAL SERVICES

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In addition to our core training programme, we can also provide tailored activities to meet your boards' needs. These services are **not included** in the subscription but are available to purchase throughout the year on a Buy as You Need basis.

Please contact Governor Services to discuss your governing board's individual needs.

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### External Review of Governance (ERG)

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

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

The review will focus on 3 priority areas:

- Governors' engagement in School Improvement;
- Statutory responsibilities;
- Governance organisation and working relationships.

Within these areas, an experienced governance consultant will work with the governing board and always consider key governance criteria as specified by Ofsted and the National College.

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

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

**Approximately six months** after the initial ERG, the governance consultant will contact the Chair to arrange a meeting as a follow up activity to consider the impact of the recommendations.

The follow up review will consist of:

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

Following this, the governance consultant will produce a detailed written report, which in addition to commenting on the progress made against the original recommendations and findings, will provide further actions, advice and guidance as appropriate. The total cost of an ERG is £1360, which includes all the activities listed above over a 6–9-month duration.

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## Headteacher Recruitment Support

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Recruiting a headteacher is one of the most important tasks a governing board will undertake, therefore it is essential recruitment processes are in place that will make sure governors appoint the right headteacher for their school.

This two-hour session guides governing boards through the steps of the recruitment process, explaining the roles and responsibilities of those involved:

- Beginning the process, notifying the LA or Diocese and appointing a selection panel;
- Defining the vacancy and planning the recruitment process;
- Advertising the post and attracting applicants;
- Shortlisting and interview format;
- Prior to the day of selection;
- On the day of selection;
- Appointment and ratification;
- New starter procedures.

Please Note:

Under the School Staffing Regulations 2009 there are actions that the Local Authority and Governing Board must take when recruiting a headteacher.

In accordance with Regulation 15 (1) and 27 (1), the governing body must notify the Council in writing of any vacancy for the headteacher;

Schools with a religion character are advised to consult their diocesan authority/faith body before undertaking the recruitment process.

Please contact Governor Services for further information.

**Also available:**

*2. Support from the School Effectiveness Team*

The School Effectiveness Team supports maintained schools when recruiting a new Headteacher.

Maintained schools are entitled to WCC representation for the shortlisting process and formal interview stage (an equivalent to 1.5 days) at no cost to the school.

If the interview panel requires more bespoke support in addition to the shortlisting and formal interview, they should contact School Effectiveness via email at [schooleffectiveness@warwickshire.gov.uk](mailto:schooleffectiveness@warwickshire.gov.uk)

*3. WES HR Administrative Support*

WES HR Admin Support can provide administrative support throughout the process.

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## Mediation Support

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

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

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

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## Panel Management Support Package

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It is important that governors on a panel understand that they ‘own’ the meeting and to help and support a governing board who find themselves arranging a panel meeting or hearing, Governor Services 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 Governor Services officer to be available for the panel members throughout the process (this would be in addition to any support provided by HR)

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

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## Panel Member Support

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

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

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## School Website Audit

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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.

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## Staff Survey

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If your governing board is looking to undertake a staff survey, Governor Services can manage the whole process for you, giving your staff the confidence that the survey is impartial.

Based on the Ofsted Staff Survey, Governor Services will provide an electronic template questionnaire for boards to customise to their school, agree communication and distribution methods and set time periods for collecting responses. At the end of the survey period, the commissioning lead will receive full quantitative and qualitative data sets, and Governor Services can also offer support and guidance as to any next steps required in relation to the survey results.

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

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# SUBSCRIPTION TO EXTERNAL SERVICES

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## GovernorHub & GovernorHub Knowledge (Single Subscription from April 2025)

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**GovernorHub** is an online platform, allowing governing boards to keep track of meetings and papers in a GDPR-compliant system; enabling 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 tools a Governing Board needs:

- 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 Knowledge** offers training and access to a knowledge bank that provides support when governors need it – giving governing boards confidence in their actions and the knowledge to be truly effective.

For subscribing schools, the single subscription cost for GovernorHub **and** GovernorHub Knowledge through Warwickshire Governor Services is £400 and £450 for non-subscribing schools.

For more information, please contact Governor Services.



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## NGA Learning Link

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

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

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

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

Schools that subscribe to Warwickshire Governor Services can subscribe to NGA Learning Link at a subsidised cost of £112 per year (compared to the cost to a school of subscribing directly through the NGA of £230 per year).

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

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# SERVICE STANDARDS

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## 1. Our trainers:

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

## 2. Our courses:

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

## 3. Our course materials:

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

4. We make every effort to ensure that courses take place as booked but reserve the right to cancel a course in exceptional circumstances. In such cases we will give reasonable notice except in cases of emergency.
5. If you cancel a booking on a centre-based course, a cancellation charge will apply. Please see the 'How to book courses' section for more details.

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

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

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## CORE GOVERNOR SERVICES TEAM

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### **Julia Kenny**

#### *Service Manager*

Julia has been a governor in six Warwickshire Schools and is currently a governor at three schools. She is a Chair in two Warwickshire primary schools and is also a governor at a secondary school in Coventry. Julia is trained as a Designated Safeguarding Lead and delivers the Governor Safeguarding Training for Governor Services. Between 2021 -2023, Julia was designated as a National Leader of Governance by the Department of Education.

In her role, Julia:

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

(01926) 743014

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

### **Amanda Gardiner**

#### *School Governance Support & Communications Officer*

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

In her role, Amanda:

- Provides advice, guidance, and support to all members of the governing board, either by email or telephone;
- Is involved in the creation and updating of training course materials and delivers governor training.
- Manages all Governor Services communications including, newsletters (Governance Matters), Governor Services website, Resource Library and GovernorHub;
- Supports Governance Professionals with all governor recruitment processes, including the appointment and re-appointment of LA governors.
- Provides guidance and support to governors through the External Review of Governance process and training course delivery.

(01926) 745139

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

## **Lorna McDonagh**

### *School Governance Improvement Officer*

Lorna has spent the last fifteen years working with schools within Warwickshire, firstly in a HR capacity and since 2022 with the Governor Services team. She enjoys working with schools and supporting leaders and governors and is currently Co-Vice Chair of Governors at a Warwickshire special school.

In her role, Lorna:

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

(01926) 738786

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

## **Jane Hancox**

### *Administrative Assistant, Clerking Service*

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

In her role, Jane:

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

(01926) 745370

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

## ***Sarah Thomas***

### ***Administrative Assistant, Clerking Service***

Sarah has a background in HR roles within the corporate world, which included designing and delivering behavioural training. Sarah has completed a range of training to improve and widen her knowledge within education. She is a Governance Professional for schools and Trusts across Warwickshire with experience in supporting governor complaints and exclusion hearings.

In her role, Sarah:

- Provides advice to governance professionals on governance, constitutional and procedural matters.
- Supports the recruitment, induction, and appointment of governance professionals.

(01926) 412477

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

## ***Sally Ashley***

### ***Administrative Assistant, Training***

Sally has a background in teaching and education and has completed a range of governance training in order to deepen her knowledge and understanding of governance, both to help in her role and in preparation for joining a governing board in the future.

In her role, Sally:

- Provides administration of all training courses, including in-house sessions;
- Creates, updates and issues electronic course materials;
- Collates and responds to training course feedback;
- Is responsible for the marketing and promotion of Governor Services activities;
- Manages the Governor Services main inbox and telephone support line.

(01926) 745117

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

# CONTACT DETAILS

Governor Services Support Line: (01926) 745120

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

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



## Warwickshire Education Conference 2025

Wednesday 15 October 2025

Further details to follow.



**Education Strategy  
2024 - 2029**



**Best Start**



**SEND & Inclusion**



**Sufficiency & Admissions**



**Strong System**

Through education, improve life opportunities for children, young people and those with special educational needs and disabilities