
PROFESSIONAL DEVELOPMENT PROGRAMME



for Academy Schools & Trusts

September 2025 - August 2026

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Welcome!

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, Warwickshire Governor Services

Subscription Information

Warwickshire Clerking Service

The Warwickshire Clerking Service goes from strength to strength, providing professional clerking support to schools and trusts. We recruit, train and support our Governance Professionals to ensure boards receive a professional and efficient service, which in turn supports their effectiveness.

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 a reliable and accurate service.

Schools and Trusts 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.

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 ad-hoc administrative support	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

- A Governance Professional 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 will 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 of 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 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

Single School Subscription	Multi School Subscription
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 training session or a facilitated Governing Board Self Review	Shared in-house training session(s) with the cluster/consortium
Access to Governor Briefing sessions	Access to Governor Briefing sessions
Face to Face advice and support	Face to Face advice and 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 and trusts 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 an academy group 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 collaborating schools as per the table below. The groups can select a maximum of six sessions (from the list of topics on page 53 of this Professional Development Programme) to be delivered on agreed dates throughout the year at one of their sites, or virtually via MS Teams.

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

- A governor 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
School Website Audit	£170	£170	£170
GovernorHub and 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	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 TRAINING COURSES

- Contact Governor Services by email (governors@warwickshire.gov.uk) or telephone ((01926) 745120). Please remember to quote the 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 from all settings 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 incur a non-attendance charge to the school;
- 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

- An email will be sent to delegates ahead of the training date, containing the meeting link and 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.

COURSE CANCELLATION POLICY

For courses to be effective and financially viable, bookings are required from **a minimum of 6 delegates** for the training sessions to take place. We regularly review all course bookings and, if booking numbers are below the minimum number, we may take the decision to cancel the course. We aim to make this decision at least one week 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

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 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.

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.

All Governors and Trustees – must attend this training annually:

- Child Protection & Safeguarding

New Governors and 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.

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

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

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

- Curriculum, Teaching & Achievement (*formerly 'Quality of Education'*)
- Governor Panels: What Governors Need to Know
- Governors' Role in Managing School Finances
- Handling Complaints Part 1 - Good practice in dealing with School Complaints
- Handling Complaints Part 2 - Complex Complaints Management for Governors
- Headteacher Appraisal & Teachers' Pay & Performance
- Headteacher Recruitment Support
- Leading the Board - The Role of the Chair
- Managing Risk: Risk Registers
- Marketing your School

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

- Effective Governance in the Early Years & Foundation Stage
- Health & Safety for Governors of Academy, Foundation, Voluntary-Aided and Trust Schools
- Safeguarding Governor Responsibilities & Monitoring
- Special Educational Needs & The Governing Board

2025/26 TRAINING COURSE CALENDAR

Autumn Term			
Date	Course Title	Venue	Page
18/09/2025	Headteacher Appraisal & Teacher Pay and Performance	Teams	39
22/09/2025	Child Protection & Safeguarding	Face-to-Face	19
23/09/2025	Safer Recruitment (one day course)	Face-to-Face	22
24/09/2025	Engaging with Parents & The Community	Face-to-Face	30
24/09/2025	Governance Professionals' Induction (2-part course)	Teams	48
24/09/2025	Induction to School Governance (3-part course)	Teams	26
24/09/2025	Preparing for an Ofsted Inspection	Teams	42
01/10/2025	Headteacher Appraisal & Teacher Pay and Performance	Teams	39
02/10/2025	Governor Briefing: Exclusions	Teams	18
07/10/2025	Handling Complaints Part 1	Teams	37
07/10/2025	Introduction to Academy Trust Board Clerking	Teams	51
14/10/2025	Governor's Role in Managing School Finances	Teams	33
14/10/2025	Headteacher Appraisal & Teacher Pay and Performance	Teams	39
15/10/2025	Clerking Panel Hearings	Teams	49
15/10/2025	Equality & School Governance	Teams	31
15/10/2025	Marketing your School	Teams	41
15/10/2025	Safeguarding Governors' Responsibilities & Monitoring	Face-to-Face	21
16/10/2025	School Website Compliance	Face-to-Face	44
18/10/2025	Induction to School Governance (one day course)	Face-to-Face	26
21/10/2025	Leading the Board: The Role of the Chair (one day course)	Face-to-Face	40
23/10/2025	Governor's Role in Staff Performance Management	Teams	36
03/11/2025	Governor Briefing: Safeguarding – KCSiE 2025	Teams	18
10/11/2025	Induction for Trustees	Teams	25
10/11/2025	Preparing for an Ofsted Inspection	Teams	42
11/11/2025	Effective Clerking (3-part course)	Teams	50
11/11/2025	Handling Complaints Part 2	Teams	38
11/11/2025	Induction to School Governance (3-part course)	Teams	26
12/11/2025	Curriculum, Teaching & Achievement	Face-to-Face	27
12/11/2025	Governor's Role in School Improvement Part 1	Teams	34
19/11/2025	Effective Monitoring, Remote Monitoring & School Visits	Face-to-Face	29
19/11/2025	Governor's Role in School Improvement Part 2	Teams	35
24/11/2025	Induction to School Governance (3-part course)	Teams	26
24/11/2025	Prevent Duty	Teams	20
25/11/2025	Child Protection & Safeguarding	Teams	19
25/11/2025	Induction to School Governance Part 4: Academy Governors	Teams	25

Autumn Term (continued)			
Date	Course Title	Venue	Page
27/11/2025	Health & Safety for Governors of Academy, Foundation, Voluntary-Aided and Trust Schools	Teams	24
27/11/2025	Pupil Premium: The Performance of Vulnerable Pupil Groups	Face-to-Face	43
01/12/2025	Governor Panels: What Governors Need to Know	Teams	32
02/12/2025	Using School Performance Data	Teams	46
03/12/2025	Special Educational Needs & The Governing Board	Teams	45

Spring Term			
Date	Course Title	Venue	Page
14/01/2026	Safer Recruitment (4-part course)	Teams	22
19/01/2026	Effective Clerking (3-part course)	Teams	50
19/01/2026	Induction to School Governance (3-part course)	Teams	26
22/01/2026	Child Protection & Safeguarding	Teams	19
26/01/2026	Engaging with Parents & The Community	Teams	30
27/01/2026	Governance Professionals' Induction (3-part course)	Teams	48
28/01/2026	Effective Governance in the EYFS	Teams	28
02/02/2026	Clerking Panel Hearings	Teams	49
04/02/2026	Governor Briefing: Virtual School Cohorts	Teams	18
04/02/2026	Using School Performance Data	Teams	46
05/02/2026	Marketing your School	Teams	41
05/02/2026	Safeguarding Governors' Responsibilities & Monitoring	Face-to-Face	21
02/03/2026	Handling Complaints Part 1	Teams	27
03/03/2026	Prevent Duty	Teams	20
04/03/2026	Governor Panels: What Governors Need to Know	Teams	32
04/03/2026	Induction to School Governance (one day course)	Face-to-Face	26
05/03/2026	Curriculum, Teaching & Achievement	Face-to-Face	27
05/03/2026	Effective Monitoring, Remote Monitoring & School Visits	Teams	29
05/03/2026	Preparing for an Ofsted Inspection	Teams	42
10/03/2026	Leading the Board: The Role of the Chair (3-part course)	Teams	40
12/03/2026	Induction to School Governance (3-part course)	Teams	26
16/03/2026	Equality & School Governance	Teams	31
17/03/2026	Child Protection & Safeguarding	Face-to-Face	19
17/03/2026	Governor Briefing: Admissions	Teams	18
18/03/2026	Managing Risk: Risk Registers	Teams	26
18/03/2026	Special Educational Needs & The Governing Board	Teams	45
19/03/2026	Safer Recruitment (one day course)	Face-to-Face	22
23/03/2026	Handling Complaints Part 2	Teams	38

Summer Term			
Date	Course Title	Venue	Page
25/08/2026	Child Protection & Safeguarding	Face-to-Face	19
30/04/2026	Introduction to Academy Trust Board Clerking	Teams	51
05/05/2026	Governance Professionals' Induction (3-part course)	Teams	48
05/05/2026	Preparing for an Ofsted Inspection	Teams	42
06/05/2026	Child Protection & Safeguarding	Teams	19
06/05/2026	Governor's Role in School Improvement Part 1	Teams	34
07/05/2026	Induction to School Governance (3-part course)	Face-to-Face	26
12/05/2026	Health & Safety for Governors of Academy, Foundation, Voluntary-Aided and Trust Schools	Teams	24
12/05/2026	Safeguarding Governors' Responsibilities & Monitoring	Teams	21
13/05/2026	Governor's Role in School Improvement Part 2	Teams	35
13/05/2026	Handling Complaints Part 1	Teams	37
14/05/2026	Governor Briefing: Improving Pupil Attendance	Teams	18
18/05/2026	Effective Monitoring, Remote Monitoring & School Visits	Teams	29
09/06/2026	Clerking Panel Hearings	Teams	49
10/06/2026	Governor Briefing: Safeguarding – Work Together 2025	Teams	18
11/06/2026	Using School Performance Data	Teams	46
15/06/2026	Curriculum, Teaching & Achievement	Face-to-Face	27
15/06/2026	Induction to School Governance (3-part course)	Teams	26
16/06/2026	Governor Panels: What Governors Need to Know	Teams	32
16/06/2026	Headteacher Appraisal & Teacher Pay and Performance	Teams	39
17/06/2026	Effective Clerking (3-part course)	Teams	50
17/06/2026	Handling Complaints Part 2	Teams	38
17/06/2026	Prevent Duty	Teams	20
18/06/2026	Equality & School Governance	Teams	31
18/06/2026	Leading the Board: The Role of the Chair (3-part course)	Teams	40
23/06/2026	Marketing your School	Teams	41
24/06/2026	Engaging with Parents & The Community	Teams	30
24/06/2026	Special Educational Needs & The Governing Board	Teams	45
30/06/2026	Governor Briefing: SEND	Teams	18
01/07/2026	Pupil Premium: The Performance of Vulnerable Pupil Groups	Teams	43
02/07/2026	Headteacher Appraisal & Teacher Pay and Performance	Face-to-Face	39
02/07/2026	Induction to School Governance Part 4: Academy Governors	Teams	25
07/07/2026	Governor's Role in Staff Performance Management	Teams	36
08/07/2026	Child Protection & Safeguarding	Face-to-Face	19
28/07/2026	Induction to School Governance (one day course)	Face-to-Face	26

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 specialists and aim to compliment training by providing governors with relevant updates in statutory requirements, policy, procedures, and guidance within the topic area.

Date	Venue	Time
Autumn Term		
Thursday 02 October 2025 EXCLUSIONS	Virtual Meeting via TEAMS	1830 – 1930
Monday 03 November 2025 SAFEGUARDING – “Keeping Children Safe in Education 2025”	Virtual Meeting via TEAMS	1830 – 1930
Spring Term		
Wednesday 04 February 2026 VIRTUAL SCHOOL COHORTS	Virtual Meeting via TEAMS	1830 – 1930
Tuesday 17 March 2026 ADMISSIONS	Virtual Meeting via TEAMS	1830 – 1930
Summer Term		
Thursday 14 May 2026 IMPROVING PUPIL ATTENDANCE	Virtual Meeting via TEAMS	1830 – 1930
Wednesday 10 June 2026 SAFEGUARDING – “Working Together to Safeguard Children 2025”	Virtual Meeting via TEAMS	1830 – 1930
Tuesday 30 June 2026 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.

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
Autumn Term		
Monday 22 September 2025	St Michael's Church Centre, Church Lane, Budbrooke, Warwick, CV35 8QL Tel: (01926) 407020	1000 – 1200
Tuesday 25 November 2025	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Thursday 22 January 2026	Virtual Training via TEAMS	1900 – 2100
Tuesday 17 March 2026	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
Summer Term		
Wednesday 06 May 2026	Virtual Training via TEAMS	1900 – 2100
Thursday 08 July 2026	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
Summer Holiday Event		
Tuesday 25 August 2026	Shire Hall (Judge's House Dining Room), Market Place Warwick, CV34 4RL	1000 – 1200

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. Delivered by a specialist Prevent Officer, 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 and Trusts;
- 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 24 November 2025	Virtual Training via TEAMS	1800 - 1900
Spring Term		
Tuesday 03 March 2026	Virtual Training via TEAMS	1400 - 1500
Summer Term		
Wednesday 17 June 2026	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.”

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		
Wednesday 15 October 2025	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Spring Term		
Thursday 05 February 2026	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
Summer Term		
Tuesday 12 May 2026	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, in light of various updates to the content, we recommend that governors or trustees renew and update their training every 3-4 years, ideally in line with their reappointment to the governing board.

Date	Venue	Time
Autumn Term		
Tuesday 23 September 2025	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	0900 - 1700
Spring Term		
Part 1: Wednesday 14 January 2026	Virtual Training via TEAMS	1800 – 2000
Part 2: Thursday 15 January 2026		
Part 3: Wednesday 21 January 2026		
Part 4: Thursday 22 January 2026		
Thursday 19 March 2026	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!"

Health & Safety for Governors of Academy, Foundation, Voluntary-Aided and Trust 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.

Please note that governors of schools where the Local Authority is the employer (i.e. community and voluntary controlled schools, community special schools and maintained nursery schools) should instead undertake the 'Health & Safety for Governors of Maintained, Community & Voluntary Controlled Schools' training. For details of this training course, please contact governors@warwickshire.gov.uk.

Date	Venue	Time
Autumn Term		
Thursday 27 November 2025	Virtual Training via TEAMS	1000 – 1200
Summer Term		
Tuesday 12 May 2026	Virtual Training via TEAMS	1900 – 2100

Induction to School Governance Part 4 – Academy Governors

This session is additional to the core 'Induction to School Governance' course and is specifically for academy governors.

The course will cover:

- The relationship between the Trust and Local Governing Board;
- The Trust explained;
- The Scheme of Delegation;
- The Governance Charter.

Date	Venue	Time
Autumn Term		
Tuesday 25 November 2025	Virtual Training via TEAMS	1900 - 2100
Summer Term		
Thursday 02 July 2026	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 10 November 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 18 March 2026	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.”

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. The course addresses the principles of governance and how governors and trustees can support and challenge the school to achieve the best possible outcomes.

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

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

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
Autumn Term		
Wednesdays 24 September, 01 & 08 October 2025	Virtual Training via TEAMS	1900 - 2100
Saturday 18 October 2025	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	0930 - 1630
Tuesdays 11, 18 & 25 November 2025	Virtual Training via TEAMS	1600 - 1800
Mondays 24 November, 01 & 08 December 2025	Virtual Training via TEAMS	1000 - 1200
Spring Term		
Mondays 19, 26 January & 02 February 2026	Virtual Training via TEAMS	1900 - 2100
Wednesday 04 March 2026	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630
Thursdays 12, 19 & 26 March 2026	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Thursdays 07, 14 & 21 May 2026	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Mondays 15, 22 & 29 June 2026	Virtual Training via TEAMS	1900 - 2100
Thursday 28 July 2026	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630

Curriculum, Teaching & Achievement (*formerly 'Quality of Education'*)

The content of this training course will be fully updated in line with the expectations of the new 2025 Ofsted Inspection Framework when full details of the new system are released in the Autumn Term.

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 12 November 2025	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
Spring Term		
Thursday 05 March 2026	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200
Summer Term		
Monday 15 June 2026	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200

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 they 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 28 January 2026	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 school 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 19 November 2025	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Spring Term		
Thursday 05 March 2026	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Monday 18 May 2026	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

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' 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 24 September 2025	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Spring Term		
Monday 26 January 2026	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Wednesday 24 June 2026	Virtual Training via TEAMS	1900 – 2100

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

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. 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
Autumn Term		
Wednesday 15 October 2025	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Monday 16 March 2026	Virtual Training via TEAMS	1000 – 1200
Summer Term		
Thursday 18 June 2026	Virtual Training via TEAMS	1900 – 2100

Governor Panels: What Governors Need to Know

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

This course will enable governors and trustees 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 01 December 2025	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Wednesday 04 March 2026	Virtual Training via TEAMS	1400 – 1600
Summer Term		
Tuesday 16 June 2026	Virtual Training via TEAMS	1000 – 1200

“As a relatively new governor, I have valued to support provided through online and face to face training. I've found the resources helpful in finding additional information to fill my knowledge gaps.”

Governor's Role in Managing School Finances

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
Autumn Term		
Tuesday 14 October 2025	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.”

Governor's Role in School Improvement

Part 1 of 2:

School Self-Evaluation & Improvement Plans

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

This course will help governors 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 Self-Evaluation Form and School Improvement Plan to the training session.

Date	Venue	Time
Autumn Term		
Wednesday 12 November 2025	Virtual Training via TEAMS	1400 - 1600
Summer Term		
Wednesday 06 May 2026	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!"

Governor's Role in School Improvement

Part 2 of 2:

Monitoring & Evaluation

The aim of this session is to explore how governing boards and trusts can hold their school or academy 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 19 November 2025	Virtual Training via TEAMS	1400 - 1600
Summer Term		
Wednesday 13 May 2026	Virtual Training via TEAMS	1900 – 2100

"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."

Governors' Role in Staff Performance Management

This course looks at the role of the board in staff performance management and considers the 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 23 October 2025	Virtual Training via TEAMS	1900 - 2100
Summer Term		
Tuesday 07 July 2026	Virtual Training via TEAMS	1900 – 2100

“For those completely new to a school governor role and with limited up to date knowledge of the current education system, your services, support and training are invaluable. Thank you.”

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 07 October 2025	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Monday 02 March 2026	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Wednesday 13 May 2026	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 or trustee** 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 11 November 2025	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Monday 23 March 2026	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Wednesday 17 June 2026	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 Headteacher Performance Management Review Panels. 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 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 and trust 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 18 September 2025	Virtual Training via TEAMS	1000 - 1200
Wednesday 01 October 2025	Virtual Training via TEAMS	1600 - 1800
Tuesday 14 October 2025	Virtual Training via TEAMS	1900 - 2100
Summer Term		
Tuesday 16 June 2026	Virtual Training via TEAMS	1600 – 1800
Thursday 02 July 2026	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200

Leading the Board: The Role of the Chair

Are you a Chair of a governing or trust 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		
Tuesday 21 October 2025	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	0930 - 1630
Spring Term		
Tuesdays 10, 17 & 24 March 2026	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Thursdays 18, 25 June & 02 July 2026	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.”

Marketing your School

School budgets are becoming increasingly more challenging to manage with increasing 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 15 October 2025	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Thursday 05 February 2026	Virtual Training via TEAMS	1900 – 2100
Summer Term		
Tuesday 23 June 2026	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

The content of this training course will be fully updated in line with the expectations of the new 2025 Ofsted Inspection Framework when full details of the new system are released in the Autumn Term.

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		
Wednesday 24 September 2025	Virtual Training via TEAMS	1900 - 2100
Monday 10 November 2025	Virtual Training via TEAMS	1600 - 1800
Spring Term		
Thursday 05 March 2026	Virtual Training via TEAMS	1900 - 2100
Summer Term		
Tuesday 05 May 2026	Virtual Training via TEAMS	1900 – 2100

Pupil Premium – The Performance of Vulnerable Pupil Groups

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 and trust 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' and trustees' 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 and trustees should be asking of their school.

Date	Venue	Time
Autumn Term		
Thursday 27 November 2025	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Summer Term		
Wednesday 01 July 2026	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.”

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 16 October 2025	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

This training is suitable for governors and trustees in mainstream primary and secondary schools, particularly those who have a specific role 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 that governing boards can learn about the SEND provision in their schools and how to hold the school to account for the learning of pupils with SEND.

Date	Venue	Time
Autumn Term		
Wednesday 03 December 2025	Virtual Training via TEAMS	1830 – 2030
Spring Term		
Wednesday 18 March 2026	Virtual Training via TEAMS	1830 – 2030
Summer Term		
Wednesday 24 June 2026	Virtual Training via TEAMS	1830 – 2030

“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.”

Using School Performance Data

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 and trustees 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
Autumn Term		
Tuesday 02 December 2025	Virtual Training via TEAMS	1000 – 1200
Spring Term		
Wednesday 04 February 2026	Virtual Training via TEAMS	1600 – 1800
Summer Term		
Thursday 11 June 2026	Virtual Training via TEAMS	1900 – 2100

“Really pertinent training to members of the Governing Board, time to talk through ideas and respond to suggestions shared. Really helpful!”

GOVERNANCE PROFESSIONALS' TRAINING

The Academy Schools Governance Guide states:

"...Boards must have a governance professional, who is someone other than a trustee, principal or senior executive leader of the trust."

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

- Contribute to the governing board's efficiency, effectiveness, productivity and compliance:
- Support an understanding of the governing board'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 board supports the governance professional in identifying, accessing and allowing them to attend further training and development so they can:

- *maintain their knowledge of governance*
- *accurately advise the board*
- *make sure the board complies with its duties.."*

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

Governance Professionals' Induction

The Induction programme will support governance professionals in their new role by providing them with guidance on what the role of a governance professional 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 others while considering these topics:

- The 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
Autumn Term		
Wednesday 24 & Thursday 25 September 2025	Virtual Training via TEAMS	1000 – 1230
Spring Term		
Thursday 27 January, 03 & 10 February 2026	Virtual Training via TEAMS	1900 – 2100
Summer Term		
Tuesday 05, 12 & 19 May 2026	Virtual Training via TEAMS	1000 – 1200

Clerking Panel Hearings

As part of their strategic role, governors and trustees 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 will cover

- Helping the panel 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
Autumn Term		
Wednesday 15 October 2025	Virtual Training via TEAMS	1830 – 2100
Spring Term		
Monday 02 February 2026	Virtual Training via TEAMS	1000 - 1230
Summer Term		
Tuesday 09 June 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.”

Effective Clerking

This training course is recommended for governance professionals who have completed the Induction programme and who wish to strengthen and develop their role in supporting effective governance. More experienced governance professionals may wish to undertake this training 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 boards to become more effective;
- Allow the opportunity to network.

Date	Venue	Time
Autumn Term		
Tuesday 11, 18 & 25 November 2025	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Mondays 19, 26 January & 02 February 2026	Virtual Training via TEAMS	1900 – 2100
Summer Term		
Wednesdays 17, 24 June & 01 July 2026	Virtual Training via TEAMS	1000 – 1200

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

Introduction to Academy Trust Board Clerking

This session is specifically aimed at supporting governance professionals 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 07 October 2025	Virtual Training via TEAMS	1000 – 1200
Summer Term		
Thursday 30 April 2026	Virtual Training via TEAMS	1900 – 2100

“Despite not being a clerk myself, the trainer made the course accessible for me and so extremely useful. Their ability to adapt and include while maintaining the coverage for the clerks was fabulous. A really useful three sessions that I looked forward to joining. Thank you.”

IN-HOUSE TRAINING

While following a standard framework, the content for an in-house session will be tailored to meet the needs of your individual 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 before making a course request.

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

To discuss your board's training need, or to book an in-house session, please contact Governor Services via email at governors@warwickshire.gov.uk

Available Topics

Governors' Refresher Workshop

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 and trustees 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.

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 Evaluation

It is important for the 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 Academy School Governance Guide states *“...A combination of self-assessment tools and independent perspectives will assist the board in regularly evaluating governance effectiveness.”*

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 board members to step back from busy meetings and evaluate the effectiveness of their governing body. Governors and trustees will have an opportunity to identify and address their strengths and weaknesses before creating an action plan for their own development.

The following courses can also be delivered as an in-house session. For more details see the centre-based section, pages 19-46.

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

Curriculum, Teaching & Achievement (formerly 'Quality of Education') – *only available as face-to-face training*

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

Managing Risk: Risk Registers

Marketing your School

Preparing for an Ofsted Inspection

Pupil Premium – The Performance of Vulnerable Pupil Groups

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.

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

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, any governors wishing to attend the training should contact Governor Services in order to book a place on the training.

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 delegate names and email addresses for 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 Teams link with 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 March 2026.

ADDITIONAL SERVICES

In addition to the core training programme, Governor Services can also provide tailored activities to meet your board's 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 boards' or trust boards' individual needs.

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.

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 Recruitment Support

Recruiting a Headteacher is one of the most important tasks a trust or governing board will undertake, therefore it is essential that recruitment processes are in place that will make sure the trust appoints 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.

‘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 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.

Staff Survey

If your governing board is looking to undertake a staff survey, Warwickshire 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, Warwickshire 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 Warwickshire 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 Warwickshire Governor Services.

SUBSCRIPTION TO EXTERNAL SERVICES

GovernorHub & GovernorHub Knowledge (Single Subscription from September 2025)

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

For more information, please contact Governor Services.

NGA Learning Link

E-Learning for School Governors, Chairs and Governance Professionals

Continued professional development is vital for governors, trustees, chairs and governance professionals to undertake their roles with confidence. The **NGA Learning Link** has been developed to offer the flexibility of eLearning 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.

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 and trustee;
- Recognise that governors and trustees 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. Course Cancellation

- We make every effort to ensure that courses take place as booked but reserve the right to cancel a course in exceptional circumstances, or when there are insufficient delegate numbers to run the course. In such cases we will give reasonable notice except in cases of emergency.
- 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 GOVERNOR SERVICES TEAM

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

Amanda Gardiner
Development & Delivery Officer

Amanda is the Chair of Governors at a junior school in Warwickshire and is committed to ensuring every child receives a first-class education. She is trained in Safer Recruitment and understands the evolving challenges faced by school governors—particularly Chairs—in today’s educational landscape.

In her new role as Development and Delivery Officer, Amanda continues to provide advice, guidance, and support to all governing board members. In addition to this core responsibility, she has taken on a broader range of duties, including:

- Leading the recruitment, training, and performance management of a team of skilled Governance Professionals
- Developing Warwickshire’s Traded Clerking Service, promoting consistent good practice across all governing boards
- Overseeing team performance and development, ensuring continuous improvement and professional growth
- Overseeing the Traded Service for governor training, ensuring high-quality delivery and maintaining strong customer satisfaction
- The ongoing development of governance resources to equip all governing board members with the skills and knowledge needed to be effective in their roles

(01926) 745139

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

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

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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.

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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.

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CONTACT DETAILS

Governor Services Support Line
(01926) 745120

Governor Services Email
governors@warwickshire.gov.uk

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



**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