

Warwickshire  
Governor  
Services

# Professional Development Programme

**April 2026 – March 2027**

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

# Contents

Welcome	<u>4</u>
Subscription Information	
Warwickshire Clerking Service	<u>5</u>
Subscription to the Professional Development Programme	<u>7</u>
Multi-School Subscription to the Professional Development Programme	<u>8</u>
Governor Services Annual Conference	<u>9</u>
Pricing	<u>10</u>
Making a Course Booking	<u>11</u>
Course Cancellation Policy	<u>12</u>
Non-attendance charges	<u>12</u>
Governors Training Pathway	<u>13</u>
2026/27 Training Course Calendar	<u>15</u>
Governor Briefing Sessions	<u>18</u>
Safeguarding Training Courses	
Child Protection & Safeguarding	<u>19</u>
Safeguarding Governor's Responsibilities & Monitoring	<u>20</u>
Safer Recruitment	<u>21</u>
Prevent Duty	<u>22</u>
Core Topic Training Courses	
Induction to School Governance	<u>23</u>
Curriculum, Teaching and Achievement ( <i>formerly 'Quality of Education'</i> )	<u>24</u>
Effective Monitoring, Remote Monitoring & School Visits	<u>25</u>
Engaging with Parents & The School Community	<u>26</u>
Equality and School Governance	<u>27</u>
Governor's Role in Managing School Finances	<u>27</u>
Governor's Role in School Improvement Part 1 of 2 – Self Evaluation & Improvement Plans	<u>28</u>
Governor's Role in School Improvement Part 2 of 2 – Monitoring & Evaluation	<u>29</u>
Governor's Role in Staff Performance Management	<u>30</u>
Governor Panels: What Governors Need to Know	<u>31</u>
Handling Complaints Part 1: Good practice in dealing with School Complaints	<u>32</u>
Handling Complaints Part 2: Complex Complaints Management	<u>33</u>
Headteacher Appraisal & Teacher Pay & Performance	<u>34</u>
Health & Safety for Governors of Maintained, Community & Voluntary Controlled Schools	<u>35</u>

Joining a Multi-Academy Trust	<u>36</u>
Leading the Board: The Role of the Chair	<u>36</u>
Marketing your School	<u>37</u>
Preparing for an Ofsted Inspection	<u>37</u>
Pupil Premium – The Performance of Vulnerable Pupil Groups	<u>38</u>
School Website Compliance	<u>39</u>
Special Educational Needs & The Governing Board	<u>40</u>
Using School Performance Data	<u>41</u>
Governance Professionals’ Training	<u>42</u>
Governance Professionals’ Induction	<u>43</u>
Clerking Panel Hearings	<u>44</u>
Effective Clerking	<u>45</u>
In-house Training	<u>46</u>
Additional Services (Not included in the subscription)	
External Review of Governance	<u>50</u>
Headteacher Recruitment Support	<u>52</u>
Mediation Support	<u>54</u>
Panel Management Support Package	<u>54</u>
Panel Member Support	<u>54</u>
School Website Audit	<u>55</u>
Staff Survey	<u>55</u>
Subscriptions to External Services	
GovernorHub & GovernorHub Knowledge (Single Subscription)	<u>56</u>
NGA Learning Link - E-Learning for Governors	<u>57</u>
Service Standards	<u>58</u>
Core Governor Services Team	<u>59</u>

# Welcome

Dear Governors, Headteachers and Governance Professionals

Welcome to the 2026-27 Professional Development Programme, designed to deliver high-quality, relevant and accessible training. This programme has been developed in collaboration with schools, trusts and education and safeguarding partners across Warwickshire and neighbouring authorities.

Our Governor Services team, supported by experienced trainers and consultants, continuously review feedback, update training in line with current guidance and best practice to ensure the quality of all training sessions delivered.

We respond proactively to developments in education and governance by hosting briefings with subject experts, enabling governors to stay informed and fulfil their responsibilities effectively.

The team brings first-hand experience from governing boards across the county, covering all phases of education.

Our Clerking Service continues to expand and is in great demand, providing boards with Governance Professionals who deliver efficient and effective support through both face-to-face and online meetings.

A subscription to the Governor Services Professional Development Programme includes:

- Access to support via telephone and email hotlines
- Access to a comprehensive resource library
- Three editions of our electronic newsletter, *Governance Matters*, each term
- Regular briefings and updates
- Full access to our training and development programme
- Two free places at our annual Governor Conference

If you believe we can support your school or governing board, please do get in touch.

Finally, thank you for your ongoing commitment to Warwickshire's children and families – it is greatly valued and appreciated.

Julia Kenny  
Service Manager, Governor Services

# Warwickshire Clerking Service

The 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 your 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 a reliable, accurate and complete service.

Our team of Governance Professionals benefit from termly team and network meetings, briefings, and an annual conference to enable them to stay updated on regulatory changes, governance guidelines, and key developments within the education sector, both nationally and locally.

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. A typical meeting duration is 2 hours.

<b>Clerking Service 6 x 2-hour Meetings Subscription</b>	<b>£2100</b>
<b>Additional Meetings</b>	<b>£350 per meeting</b>
<b>Clerking Support for Panel Hearings (i.e., Exclusions, Complaints, Disciplinary or Grievance hearings)</b>	<b>£450 per meeting</b>
<b>Additional ad-hoc administrative support</b>	<b>Agreed upon request</b>

## A subscription to the Clerking Service includes:

- A Governance Professional recruited through a rigorous selection process, fully DBS checked, and trained through a comprehensive induction programme.
- A Governance Professional who is responsible for maintaining legally compliant records, managing governance structures, tracking governor attendance, and ensuring the governing board is properly constituted.
- A Governance Professional who provides high-quality administrative support and advises the governing board on constitutional and procedural governance matters.
- A Governance Professional who has access to all required training and CPD at no additional cost, along with direct support from the Governor Services team.
- A Governance Professional who is trained in minute writing and is able to produce accurate meeting records including resolutions and evidence of effective challenge and support.

## Additional Benefits

- A flexible Clerking Service able to provide ad hoc support for additional or specialist panel meetings and hearings.
- A Clerking Service which is available virtually, supporting both remote and face-to-face meetings.
- A Clerking Service which is routinely quality assured to ensure all support is delivered to a high standard.
- A Governance Professional who is available via email and telephone during term time, with additional advice and guidance accessible from Governor Services colleagues outside these times.
- A Governance Professional who is supported by a dedicated Governor Services team, offering them unlimited access to comprehensive training and development opportunities, and access to an extensive resource library of templates, procedures, and guidance documents.

# 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
One 2-hour 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

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

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 who they are choosing to collaborate with when subscribing to the Multi-School package.

The Multi-School Subscription includes a limited number of in-house sessions shared between the schools as per the table below. 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.



# Governor Services Annual Conference

A subscription to the Professional Development Programme entitles your governing board to two complimentary places at the annual Governor Services Conference.

The Governor Services Conference is a dedicated event for school governors. Its purpose is to support governor development through keynote presentations from expert speakers, practical workshops on current and emerging topics, and opportunities for governors to reflect on their own governance practice. The conference also offers valuable time for networking with colleagues and celebrating the achievements of governors across Warwickshire.

The 2025 Governor Services Conference featured guest speakers from Ofsted and Warwickshire Police, alongside presentations from Warwickshire County Council colleagues working across SEND, Attendance, School Effectiveness, and the Virtual School.

*"Thank you very much for a great conference, very well organised with good quality presentations delivered. Great networking opportunity too. Please continue to run these events as they are important for school governors."*

*"Really enjoyed the conference and the content was excellent. The Ofsted presentation was really clear and helpful."*

*"Thank you so much to everyone who worked so hard to deliver this conference. I really felt valued for the work that I do. The presentations were very insightful and helpful, particularly the speakers from Ofsted and the police..."*

*Feedback from 2025 Governor Services Conference, November 2025*

## Governor Services Annual Conference 2026

Date	Venue	Time
Friday 20 <sup>th</sup> November 2026	Old Shire Hall, Market Place, Warwick, CV34 4RL	1000 – 1500

# Pricing

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

# Making a Course Booking

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

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

# Course Cancellation Policy

For courses to be effective and financially viable, bookings are required from **a minimum of 6 delegates**. We regularly review all course bookings and, if booking numbers are low, we may take the decision to cancel the course. We aim to make this decision 2 weeks before the course date. In the event of a course cancellation due to unforeseen circumstances we will inform delegates as soon as practically possible.

Should you need 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.**

# Governor Training Pathway

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, should 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 School 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):

- Curriculum, Teaching & Achievement
- Governor's Role in Managing School Finances
- Governor Panels: What Governors Need to Know
- 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
- Joining a Multi Academy Trust
- Leading the Board - The Role of the Chair
- Marketing your School

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

# 2026/27 Training Calendar

Summer Term			
Date	Course Title	Venue	Page
05/05/2026	Preparing for an Ofsted Inspection	Virtual	37
05/05/2026	Governance Professionals' Induction (3-part course)	Virtual	43
06/05/2026	Child Protection & Safeguarding	Virtual	19
06/05/2026	The Governor's Role in School Improvement Part 1	Virtual	28
07/05/2026	Induction to School Governance (3-part course)	St Michael's	23
12/05/2026	Safeguarding Governors' Responsibilities & Monitoring	Virtual	20
13/05/2026	The Governor's Role in School Improvement Part 2	Virtual	29
13/05/2026	Handling Complaints Part 1	Virtual	32
14/05/2026	Governor Briefing: Improving Pupil Attendance	Virtual	18
18/05/2026	Effective Monitoring, Remote Monitoring & School Visits	Virtual	25
04/06/2026	Joining a Multi Academy Trust	Virtual	36
09/06/2026	Health & Safety for Governors of Maintained, Community & Voluntary Controlled Schools	Virtual	35
09/06/2026	Clerking Panel Hearings	Virtual	44
10/06/2026	Governor Briefing: Safeguarding	Virtual	18
11/06/2026	Using School Performance Data	Virtual	41
15/06/2026	Induction to School Governance (3-part course)	Virtual	23
15/06/2026	Curriculum, Teaching & Achievement	St Michael's	24
16/06/2026	Governor Panels: What Governors Need to Know	Virtual	31
16/06/2026	Headteacher Appraisal and Teacher Pay & Performance	Virtual	34
17/06/2026	Prevent Duty	Virtual	22
17/06/2026	Handling Complaints Part 2	Virtual	33
17/06/2026	Effective Clerking (3-part course)	Virtual	45
18/06/2026	Equality & School Governance	Virtual	27
18/06/2026	Leading the Board: The Role of the Chair (3-part course)	Virtual	36
23/06/2026	Marketing your School	Virtual	37
24/06/2026	Engaging with Parents & The School Community	Virtual	26
24/06/2026	SEND & The Governing Board	Virtual	40
30/06/2026	Governor Briefing: SEND	Virtual	18
01/07/2026	Pupil Premium: The Performance of Vulnerable Pupil Groups	Virtual	38
02/07/2026	Headteacher Appraisal and Teacher Pay & Performance	St Michael's	34
07/07/2026	The Governor's Role in Staff Performance Management	Virtual	30
08/07/2026	Child Protection & Safeguarding	Bulkington	19
28/07/2026	Induction to School Governance (one day course)	Bulkington	23
25/08/2026	Child Protection & Safeguarding	Shire Hall	19



Autumn Term			
Date	Course Title	Venue	Page
18/09/2026	Headteacher Appraisal & Teacher Pay & Performance	Virtual	34
22/09/2026	Child Protection & Safeguarding	St Michael's	19
23/09/2026	Governance Professional's Induction (2-part course)	Virtual	43
23/09/2026	Induction to School Governance (3-part course)	Virtual	23
23/09/2026	Safer Recruitment (one day course)	St Michael's	21
24/09/2026	Engaging with Parents & The School Community	St Michael's	26
01/10/2026	School Website Compliance	St Michael's	39
01/10/2026	Headteacher Appraisal & Teacher Pay & Performance	Virtual	34
06/10/2026	Handling Complaints Part 1	Virtual	32
12/10/2026	Headteacher Appraisal & Teacher Pay & Performance	Virtual	34
13/10/2026	The Governor Role in Managing School Finances	Virtual	27
14/10/2026	Equality & School Governance	Virtual	27
14/10/2026	Marketing your School	Virtual	37
15/10/2026	Safeguarding Governor Responsibilities & Monitoring	St Michael's	20
15/10/2026	Clerking Panel Hearings	Virtual	44
17/10/2026	Induction to School Governance (one day course)	St Michael's	23
21/10/2026	Leading the Board: The Role of the Chair (one day)	St Michael's	36
22/10/2026	The Governor Role in Staff Performance Management	Virtual	30
03/11/2026	Handling Complaints Part 2	Virtual	33
09/11/2026	Preparing for an Ofsted Inspection	Virtual	37
10/11/2026	Induction to School Governance (3-part course)	Virtual	23
10/11/2026	Effective Clerking (3-part course)	Virtual	45
11/11/2026	Joining a Multi Academy Trust	Virtual	36
12/11/2026	The Governor Role in School Improvement Part 1	Virtual	28
12/11/2026	Curriculum, Teaching & Achievement	Bulkington	24
18/11/2026	Effective Monitoring, Remote Monitoring & School Visits	St Michael's	25
19/11/2026	The Governor Role in School Improvement Part 2	Virtual	29
19/11/2026	Health & Safety for Governors of Maintained, Community & Voluntary Controlled Schools	Virtual	35
23/11/2026	Induction to School Governance (3-part course)	Virtual	23
24/11/2026	Prevent Duty	Virtual	22
25/11/2026	Child Protection & Safeguarding	Virtual	19
26/11/2026	Pupil Premium: The Performance of Vulnerable Pupil Groups	St Michael's	38
30/11/2026	Governor Panels: What Governors Need to Know	Virtual	31
02/12/2026	Using School Performance Data	Virtual	41
02/12/2026	SEND & The Governing Board	Virtual	40

Spring Term			
Date	Course Title	Venue	Page
13/01/2027	Safer Recruitment (4-part)	Virtual	21
18/01/2027	Induction to School Governance (3-part)	Virtual	23
18/01/2027	Effective Clerking (3-part)	Virtual	45
21/01/2027	Child Protection & Safeguarding	Virtual	19
26/01/2027	Engaging with Parents & The School Community	Virtual	26
26/01/2027	Governance Professional's Induction (3-part)	Virtual	43
02/02/2027	Using School Performance Data	Virtual	41
04/02/2027	Safeguarding Governor Responsibilities & Monitoring	Bulkington	20
04/02/2027	Marketing your School	Virtual	37
08/02/2027	Clerking Panel Hearings	Virtual	44
01/03/2027	Handling Complaints Part 1	Virtual	32
02/03/2027	Effective Monitoring, Remote Monitoring & School Visits	Virtual	25
03/03/2027	Curriculum, Teaching & Achievement	St Michael's	24
04/03/2027	Prevent Duty	Virtual	22
04/03/2027	Governor Panels: What Governors Need to Know	Virtual	31
09/03/2027	Preparing for an Ofsted Inspection	Virtual	37
09/03/2027	Leading the Board: The Role of the Chair (3-part)	Virtual	36
10/03/2027	Induction to School Governance (3-part)	Virtual	23
15/03/2027	Induction to School Governance (one day)	Bulkington	23
15/03/2027	Equality & School Governance	Virtual	27
17/03/2027	SEND & The Governing Board	Virtual	40
18/03/2027	Safer Recruitment (one day)	Bulkington	21
22/03/2027	Handling Complaints Part 2	Virtual	33
23/03/2027	Child Protection & Safeguarding	Bulkington	19

# 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 complement 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 14 May 2026</b> <b>IMPROVING PUPIL ATTENDANCE</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Wednesday 10 June 2026</b> <b>SAFEGUARDING</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Tuesday 30 June 2026</b> <b>SEND</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Autumn Term</b>		
<b>Thursday 08 October 2026</b> <b>EXCLUSIONS</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Monday 09 November 2026</b> <b>SAFEGUARDING – “Keeping Children Safe in Education 2026”</b>	Virtual Meeting via TEAMS	1830 – 1930
<b>Spring Term</b>		
<b>Wednesday 03 February 2027</b> <b>VIRTUAL SCHOOL COHORTS</b>	Virtual Meeting via TEAMS	1830 – 1930

# Safeguarding Training Courses

## 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) 2025.

### Keeping Children Safe in Education 2025

*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 06 May 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Wednesday 08 July 2026</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
<b>Summer Holiday Event</b>		
<b>Tuesday 25 August 2026</b>	Shire Hall (Judges House Drawing Room), Market Place, Warwick, CV34 4RL	1000 – 1200
<b>Autumn Term</b>		
<b>Tuesday 22 September 2026</b>	St Michael's Church Centre, Church Lane, Budbrooke, Warwick, CV35 8QL Tel: (01926) 407020	1000 – 1200
<b>Wednesday 25 November 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
<b>Thursday 21 January 2027</b>	Virtual Training via TEAMS	1900 – 2100
<b>Tuesday 23 March 2027</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200

# Safeguarding Governors' Responsibilities and Monitoring

A 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 who wish to develop understanding in relation to monitoring, KCSiE 2025 Part 2, Single Central Record, DBS, Vulnerable children, Curriculum and SEND.

Date	Venue	Time
<b>Summer Term</b>		
<b>Tuesday 12 May 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Thursday 15 October 2026</b>	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	1000 - 1200
<b>Spring Term</b>		
<b>Thursday 04 February 2027</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200

# 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 2025).

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>Wednesday 23 September 2026</b>	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	0900 - 1700
<b>Spring Term</b>		
<b>Part 1: Wednesday 13 January 2027</b>	Virtual Training via TEAMS	1800 – 2000
<b>Part 2: Thursday 14 January 2027</b>		
<b>Part 3: Wednesday 20 January 2027</b>		
<b>Part 4: Thursday 21 January 2027</b>		
<b>Thursday 18 March 2027</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0900 - 1700

# 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 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 17 June 2026</b>	Virtual Training via TEAMS	1800 - 1900
<b>Autumn Term</b>		
<b>Tuesday 24 November 2026</b>	Virtual Training via TEAMS	1800 - 1900
<b>Spring Term</b>		
<b>Thursday 04 March 2027</b>	Virtual Training via TEAMS	1400 - 1500



# Core Training Courses

## 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 individual 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 **or**;
- 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
<b>Summer Term</b>		
<b>Thursdays 07, 14 &amp; 21 May 2026</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
<b>Mondays 15, 22 &amp; 29 June 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Tuesday 28 July 2026</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630
<b>Autumn Term</b>		
<b>Wednesdays 23, 30 September &amp; 07 October 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Saturday 17 October 2026</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	0930 - 1630
<b>Tuesdays 10, 17 &amp; 24 November 2026</b>	Virtual Training via TEAMS	1600 - 1800
<b>Mondays 23, 30 November &amp; 07 December 2026</b>	Virtual Training via TEAMS	1000 - 1200
<b>Spring Term</b>		
<b>Mondays 18, 25 January &amp; 01 February 2027</b>	Virtual Training via TEAMS	1900 - 2100
<b>Wednesdays 10, 17 &amp; 24 March 2027</b>	Virtual Training via TEAMS	1000 - 1200
<b>Monday 15 March 2027</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630

# Curriculum, Teaching & Achievement

*\*Updated for 2026\**

Schools are expected to provide an ambitious, broad and rich curriculum and provide high quality teaching so that all pupils, including the disadvantaged and those with SEND, can achieve as well as they can.

The previous *Education Inspection Framework* inspected the 'Quality of Education' which included the following areas known as the three 'I's':

- **Intent:** what is taught, the planned curriculum
- **Implementation:** how the curriculum is taught and assessed
- **Impact:** the outcomes for pupils.

The new *Education Inspection Framework (from 10 November 2025)* has an increased the number of evaluation areas. The 'Quality of Education' has been replaced by:

- **Curriculum and teaching** and;
- **Achievement.**

The curriculum, teaching and achievement are a school's core purpose and leaders and governors should remain focused on these important areas. This course aims to increase governors' knowledge of the curriculum, teaching and achievement and offer guidance on how they can provide constructive challenge to leaders to hold the school to account.

Date	Venue	Time
<b>Summer Term</b>		
<b>Monday 15 June 2026</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200
<b>Autumn Term</b>		
<b>Thursday 12 November 2026</b>	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
<b>Spring Term</b>		
<b>Wednesday 03 March 2027</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200

# Effective Monitoring, Remote Monitoring & School Visits

Every member of a governing board is expected to know their school. Governor monitoring and visits to schools play a key part in giving governors an insight into teaching, learning, behaviour and the curriculum. 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 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 this training course.

Date	Venue	Time
<b>Summer Term</b>		
<b>Monday 18 May 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Wednesday 18 November 2026</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
<b>Spring Term</b>		
<b>Tuesday 02 March 2027</b>	Virtual Training via TEAMS	1900 – 2100

# Engaging with Parents & The School Community

The DfE 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 their local communities;
- The role of the parent governor on the governing board.

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 24 June 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Thursday 24 September 2026</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
<b>Spring Term</b>		
<b>Tuesday 26 January 2027</b>	Virtual Training via TEAMS	1000 - 1200

# Equality and School Governance

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

This session is aimed at developing the understanding of Governing Board Members of the Equality Act 2010 and its applicability in schools. 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 18 June 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Wednesday 14 October 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
<b>Monday 15 March 2027</b>	Virtual Training via TEAMS	1000 – 1200

## The 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
<b>Autumn Term</b>		
<b>Tuesday 13 October 2026</b>	Virtual Training via TEAMS	1000 - 1200

# The Governor's Role in School Improvement

## Part 1 of 2:

### School Self-Evaluation & Improvement Plans

The school's Self Evaluation Form (SEF), and the School Improvement Plan (SIP) 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 06 May 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Thursday 12 November 2026</b>	Virtual Training via TEAMS	1400 - 1600

# The Governor's Role in School Improvement

## Part 2 of 2:

### Monitoring & Evaluation

The aim of this session is to explore how governing boards can hold their school leaders to account and understand 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 13 May 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Thursday 19 November 2026</b>	Virtual Training via TEAMS	1400 - 1600



# The Governors' Role in Staff Performance Management

The aim of this session is to explore how governing boards can hold their school leaders to account and understand 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>Tuesday 07 July 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Thursday 22 October 2026</b>	Virtual Training via TEAMS	1900 - 2100

# Governor Panels:

## What Governors Need to Know

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

This course will enable governors to:

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

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Tuesday 16 June 2026</b>	Virtual Training via TEAMS	1000 - 1200
<b>Autumn Term</b>		
<b>Monday 30 November 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
<b>Thursday 04 March 2027</b>	Virtual Training via TEAMS	1400 – 1600

# Handling Complaints Part 1:

## Good practice in dealing with School Complaints

**Please Note:** It is best practice for **every governing board to nominate one governor** to attend this course during an academic year to ensure the governing board are prepared should they receive 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 13 May 2026</b>	Virtual Training via TEAMS	1600 - 1800
<b>Autumn Term</b>		
<b>Tuesday 06 October 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Spring Term</b>		
<b>Monday 01 March 2027</b>	Virtual Training via TEAMS	1000 - 1200

# Handling Complaints Part 2: Complex Complaints Management

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

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

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

This course will:

- Recap on the key elements, steps, and stages of a school complaints process;
- Highlight specific issues to look out for and consider 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 17 June 2026</b>	Virtual Training via TEAMS	1600 - 1800
<b>Autumn Term</b>		
<b>Tuesday 03 November 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Spring Term</b>		
<b>Monday 22 March 2027</b>	Virtual Training via TEAMS	1000 - 1200

# Headteacher Appraisal and Teacher Pay & Performance

This is 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.

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 16 June 2026</b>	Virtual Training via TEAMS	1600 - 1800
<b>Thursday 02 July 2026</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200
<b>Autumn Term</b>		
<b>Wednesday 16 September 2026</b>	Virtual Training via TEAMS	1000 - 1200
<b>Thursday 01 October 2026</b>	Virtual Training via TEAMS	1600 - 1800
<b>Monday 12 October 2026</b>	Virtual Training via TEAMS	1900 - 2100

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

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

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

The 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>		
<b>Tuesday 09 June 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Thursday 19 November 2026</b>	Virtual Training via TEAMS	1000 – 1200

# Joining a Multi-Academy Trust

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, as part of their due diligence.

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Thursday 04 June 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Wednesday 11 November 2026</b>	Virtual Training via TEAMS	1900 – 2100

## Leading the Board: The Role of the Chair

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

This course explores how to ensure a shared strategic focus and good communication as you lead and manage the governance board. 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 18, 25 June &amp; 02 July 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Wednesday 21 October 2026</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	0930 - 1630
<b>Spring Term</b>		
<b>Tuesdays 09, 16 &amp; 23 March 2027</b>	Virtual Training via TEAMS	1000 - 1200



# Marketing your School

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Tuesday 23 June 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Wednesday 14 October 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
<b>Thursday 04 February 2027</b>	Virtual Training via TEAMS	1900 – 2100

## Preparing for an Ofsted Inspection

*\*Updated for 2026\**

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 2025 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 05 May 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Monday 09 November 2026</b>	Virtual Training via TEAMS	1600 - 1800
<b>Spring Term</b>		
<b>Tuesday 09 March 2027</b>	Virtual Training via TEAMS	1900 - 2100

# Pupil Premium:

## The Performance of Vulnerable Pupil Groups

When holding school 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 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 01 July 2026</b>	Virtual Training via TEAMS	1900 - 2100
<b>Autumn Term</b>		
<b>Thursday 26 November 2026</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200

# 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 their own school website is compliant.

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

Date	Venue	Time
<b>Autumn Term</b>		
<b>Thursday 01 October 2026</b>	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200

# Special Educational Needs & The Governing Board

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

Date	Venue	Time
<b>Summer Term</b>		
<b>Wednesday 24 June 2026</b>	Virtual Training via TEAMS	1830 – 2030
<b>Autumn Term</b>		
<b>Wednesday 02 December 2026</b>	Virtual Training via TEAMS	1830 – 2030
<b>Spring Term</b>		
<b>Wednesday 17 March 2027</b>	Virtual Training via TEAMS	1830 – 2030

# 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 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>		
<b>Thursday 11 June 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Autumn Term</b>		
<b>Wednesday 02 December 2026</b>	Virtual Training via TEAMS	1000 – 1200
<b>Spring Term</b>		
<b>Tuesday 02 February 2027</b>	Virtual Training via TEAMS	1600 – 1800

# Governance Professionals' Training

The DfE 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 DfE 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.

# Governance Professionals' Induction

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 others 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;
- 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>Tuesdays 05, 12 &amp; 19 May 2026</b>	Virtual Training via TEAMS	1000 – 1200
<b>Autumn Term</b>		
<b>Wednesdays 23 &amp; Thursday 24 September 2026</b>	Virtual Training via TEAMS	1000 - 1230
<b>Spring Term</b>		
<b>Tuesdays 26 January, 02 &amp; 09 February 2027</b>	Virtual Training via TEAMS	1900 – 2100



# Clerking Panel Hearings

As part of their strategic role, governors will 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:

- The roles and responsibilities of the Governance Professional in formal hearings;
- Supporting the panel when preparing for the panel hearing;
- 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>		
<b>Tuesday 09 June 2026</b>	Virtual Training via TEAMS	1000 - 1230
<b>Autumn Term</b>		
<b>Thursday 15 October 2026</b>	Virtual Training via TEAMS	1830 – 2100
<b>Spring Term</b>		
<b>Monday 08 February 2027</b>	Virtual Training via TEAMS	1000 - 1230

# Effective Clerking

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 17, 24 June &amp; 01 July 2026</b>	Virtual Training via TEAMS	1000 – 1230
<b>Autumn Term</b>		
<b>Tuesdays 10, 17 &amp; 24 November 2026</b>	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
<b>Mondays 18, 25 January &amp; 01 February 2027</b>	Virtual Training via TEAMS	1900 – 2100

# In-House Training

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.

## 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 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.

# Governing Board Facilitated Self Evaluation

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

The Maintained Schools 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 of 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, in turn reducing workload and improving governor and board effectiveness.
- Identifying strengths and areas for improvement, establishing 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 their 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.

## In-House Training Topics

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 23 – 41).

Child Protection & Safeguarding

*Only available as a consortium/group in-house session.*

Curriculum, Teaching & Achievement

*Only available as face-to-face training.*

Effective Monitoring & School Visits

Engaging with Parents and The School 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

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 2026-2027 must be received by 31st December 2026.**

# Additional Services

In addition to our core training programme, we can 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.

## External Review of Governance (ERG)

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

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

The review will focus on 3 priority areas:

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

Within these areas, an experienced governance consultant will work with the governing board and 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.

# Headteacher Recruitment Support

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 religious character are advised to consult their diocesan authority/faith body before undertaking the recruitment process.

Please contact Governor Services for further information.

## Further sources for Headteacher Recruitment Support:

### 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)

### WES HR Administrative Support

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

# Mediation Support

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

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

Although the fundamentals of mediation are the same, the session will be tailored to individual needs and circumstances.

Contact Governor Services for further information and pricing.

## Panel Management Support Package

It is important that governors sitting on a panel understand that they ‘own’ the meeting. To help a governing board convene a panel hearing, Governor Services can offer a package of support that can be tailored to meet the requirements of the situation.

Support may include:

- Finding 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
- A Governor Services officer to be available to panel members throughout the process.  
*This would be in addition to any support provided by HR.*

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

## Panel Member Support

If your governing board 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.

# School Website Audit

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

The total cost for the Website Audit is £170.

## Staff Survey

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

# Subscriptions to External Services

## GovernorHub & GovernorHub Knowledge Single Subscription

**GovernorHub** is an online platform, allowing governing boards to keep track of meeting 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 need:

- Local and national news on education
- A private area for a governing board to exchange messages and emails
- Confidential encrypted online document storage, accessible only to members of the governing board
- A shared calendar of meetings which can be seen on the web and synchronised to smartphones, work or tablet calendars
- 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 is no internet access
- Downloadable reports for meeting attendance, declarations of interests and membership to help school and trusts comply with statutory regulations.

**GovernorHub Knowledge** offers training and access to a knowledge bank providing online 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.

# NGA Learning Link

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

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

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

Learning collections include structures, roles, and responsibilities; good governance; vision, ethos, and strategic direction; pupil success and wellbeing; the best use of resources; and compliance. Modules reflect the latest legislation and the DfE Governance Guides.

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:

- 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 may 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](mailto:juliakenny@warwickshire.gov.uk)

## Lorna McDonagh

### School Governance Improvement Officer

Lorna has spent the last seventeen 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 guidance and support to governing boards of subscribing schools to Governor Services, and to any 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 relating to Leadership & 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 and also delivers Governor Safeguarding training.
- Supports boards with parental complaints and acts as an independent governor on complaints panels as needed.

(01926) 738786

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## Amanda Gardiner

### Development & Delivery Officer

With eight years' experience as Chair of Governors at a Warwickshire junior school, Amanda brings substantial expertise in school leadership and governance. This includes overseeing a Headteacher recruitment process and guiding the school through academisation. Fully trained in Safer Recruitment, Amanda brings a robust understanding of safeguarding principles and ensures that best practices are consistently upheld throughout all staffing and governance procedures.

In her role, Amanda:

- Leads the Warwickshire Clerking Traded Service, with responsibility for recruitment, induction, line management, and performance monitoring of the Governance Professional's team.
- Oversees quality assurance and performance management for Governance Professionals, ensuring high standards of service delivery.
- Manages and co-ordinates the Governor Training Traded Service, including:
  - Designing and developing Professional Development Programmes.
  - Identifying additional training and development opportunities.
  - Overseeing quality assurance of training delivery and managing training materials.
- Delivers governor training sessions to support effective governance practice.
- Manages all Governor Services communications, including newsletters (*Governance Matters*), the Governor Services website, Resource Library, and GovernorHub.
- Supports Governance Professionals with governor recruitment processes, including the appointment and reappointment of Local Authority governors.
- Provides guidance and support through the External Review of Governance process, as well as through training delivery.
- Offers advice, guidance, and support to governing board members, via email or telephone, ensuring timely and accurate responses to queries.

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## Sally Ashley

### Development & Delivery Officer

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

In her role, Sally:

- Leads the Warwickshire Clerking Traded Service, with responsibility for recruitment, induction, line management, and performance monitoring of the Governance Professional's team.
- Oversees quality assurance and performance management to ensure high standards across Governance Professionals.
- Manages and co-ordinates the Governor Training Traded Service, including:
  - Designing and developing Professional Development Programmes.
  - Identifying additional training and development opportunities.
  - Overseeing quality assurance of training delivery and managing training materials.
- Administers all training courses, including in-house and consortium sessions, ensuring smooth organisation and delivery.
- Creates, updates, and distributes electronic course materials to support effective learning.
- Manages the day-to-day financial operations of both the Governor Training and Clerking Services.

(01926) 745117

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

## Jane Hancox

### Admin. School Governance Professional

Jane is a Governance Professional for a number of 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 deployment of governance professionals.
- Supports with the creation and distribution of Governance Matters.

(01926) 745370

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## Sarah Thomas

### Admin. School Governance Professional

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 deployment of governance professionals.

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# Contact Us



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