

Warwickshire
Governor
Services

Professional Development Programme

September 2026 – August 2027

*For Trustees, Governors, Headteachers and
Governance Professionals of Academy Schools
& Trusts.*

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Welcome

Dear Trustees, 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 provides 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.

Clerking Service 6 x 2-hour 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 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 will produce accurate, well-structured minutes that record decisions, actions, 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 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 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

All subscribing schools can access any 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. The group of schools can select a maximum of six sessions (from the list of topics on page 52 of the 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 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 all members of governing boards. Its purpose is to support development through keynote presentations from expert speakers, practical workshops on current and emerging topics, and opportunities for governors and Governance Professionals to reflect on their own practice. The conference also offers valuable time for networking with colleagues and celebrating the achievements of those who govern in Warwickshire schools.

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 th 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	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

Making a Course Booking

- 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 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) 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 six 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.

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

Completing high-quality, governor training will help you feel confident in your role and ready to play a key part in your school's success. Our Governor Training Pathway supports you every step of the way — from your first meeting through to taking on greater responsibility — while also ensuring you meet your statutory responsibilities.

Training is essential in helping you to:

- Confidently hold school leaders to account;
- Ensure the best possible outcomes for all pupils;
- Play a key role in improving school performance;
- Shape the future direction of the school;
- Review policies effectively;
- Ask thoughtful, challenging questions;
- Understand and interpret evidence about school performance;
- Support and prepare for Ofsted inspections, demonstrating the impact of governance.

The DfE expects governing boards to prioritise training and development, including setting aside an appropriate budget to support this.

All governors and trustees **MUST** complete the following training to support them in their role:

- Child Protection & Safeguarding – this training must be completed as soon as possible after appointment. An annual refresher is also required.

The DfE recommends that, to align with best practice, governors must also complete:

- Induction to School Governance – within the first 6 months of appointment
- Prevent Duty training – completed by at least one of the governors on your board
- Safer Recruitment training – required when involved in staff appointments
- Cyber Security – completed by at least one of the governors on your board ¹

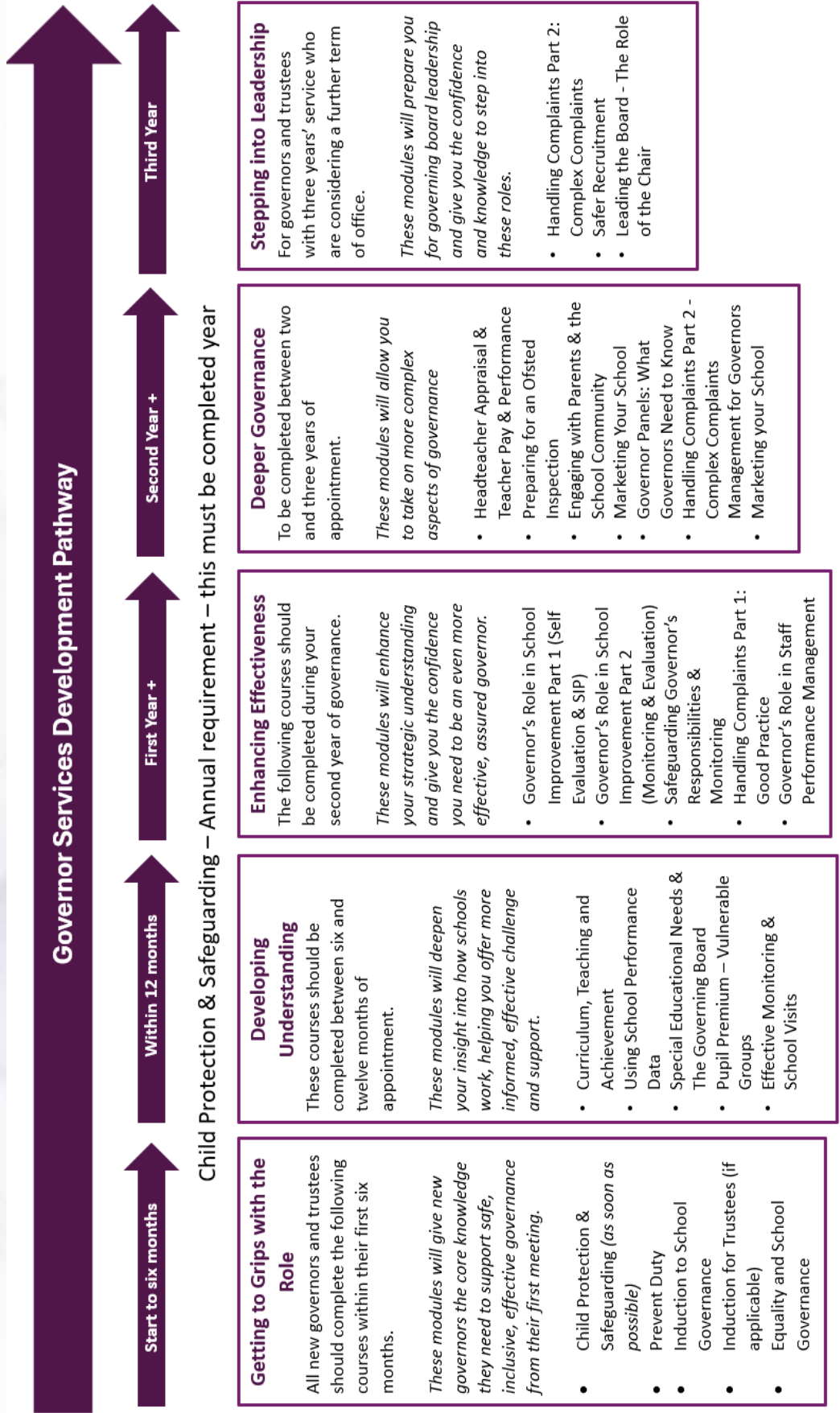
As your experience grows, our training will support you to:

- Take on roles such as Link Governor, Vice Chair or Chair;
- Build the skills and knowledge needed to make informed, strategic decisions;
- Make a positive and lasting impact on your school community;
- Play a key role in securing a strong Ofsted judgement for the evaluation area Leadership and Governance, by enabling you to demonstrate that:
 - ✓ Governors and trustees are clear about the school's vision, ethos and strategic direction, and ensure these reflect the school's context, with resources — including digital technologies — used effectively.
 - ✓ Governors and trustees provide appropriate support and challenge to leaders, while maintaining a strong awareness of staff and leader workload and wellbeing.
 - ✓ Governors and trustees apply their knowledge and expertise to offer consistent support alongside constructive and robust challenge across all areas of the school's work.

¹

We do not currently offer this training. Please contact Governor Services for advice on how to access it.

Governor Development Pathway



2026/27 Training Calendar

Autumn Term			
Date	Course Title	Venue	Page
16/09/2026	Headteacher Appraisal & Teacher Pay & Performance	Virtual	37
22/09/2026	Child Protection & Safeguarding	St Michael's	19
23/09/2026	Induction to School Governance (3-part course)	Virtual	26
23/09/2026	Safer Recruitment (one day course)	St Michael's	21
24/09/2026	Engaging with Parents & The School Community	St Michael's	29
01/10/2026	School Website Compliance	St Michael's	41
01/10/2026	Headteacher Appraisal & Teacher Pay & Performance	Virtual	37
06/10/2026	Introduction to Academy Trust Board Clerking	Virtual	48
06/10/2026	Handling Complaints Part 1	Virtual	35
08/10/2026	Governor Briefing- Exclusions	Virtual	18
12/10/2026	Headteacher Appraisal & Teacher Pay & Performance	Virtual	37
13/10/2026	The Governor Role in Managing School Finances	Virtual	30
14/10/2026	Equality & School Governance	Virtual	30
14/10/2026	Marketing your School	Virtual	39
15/10/2026	Safeguarding Governor Responsibilities & Monitoring	St Michael's	20
15/10/2026	Clerking Panel Hearings	Virtual	46
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	38
22/10/2026	The Governor Role in Staff Performance Management	Virtual	33
03/11/2026	Handling Complaints Part 2	Virtual	36
09/11/2026	Governor Briefing Safeguarding Keeping Children Safe in Education 2026	Virtual	18
09/11/2026	Introduction for Trustees	Virtual	24
09/11/2026	Preparing for an Ofsted Inspection	Virtual	39
10/11/2026	Induction to School Governance (3-part course)	Virtual	26
10/11/2026	Effective Clerking (3-part course)	Virtual	47
12/11/2026	The Governor Role in School Improvement Part 1	Virtual	31
12/11/2026	Curriculum, Teaching & Achievement	Bulkington	27
18/11/2026	Effective Monitoring & School Visits	St Michael's	28
19/11/2026	The Governor Role in School Improvement Part 2	Virtual	32
23/11/2026	Induction to School Governance (3-part course)	Virtual	26
24/11/2026	Prevent Duty	Virtual	22
24/11/2026	Introduction to School Governance – Academy Governors	Virtual	24
25/11/2026	Child Protection & Safeguarding	Virtual	19
26/11/2026	Health & Safety for Governors of Academy, Foundation, Voluntary-Aided, and Trust Schools	Virtual	23
26/11/2026	Pupil Premium: The Performance of Vulnerable Pupil Groups	St Michael's	40
30/11/2026	Governor Panels: What Governors Need to Know	Virtual	34
02/12/2026	Using School Performance Data	Virtual	43
02/12/2026	SEND & The Governing Board	Virtual	42

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	26
18/01/2027	Effective Clerking (3-part)	Virtual	47
21/01/2027	Child Protection & Safeguarding	Virtual	19
26/01/2027	Engaging with Parents & The School Community	Virtual	29
26/01/2027	Governance Professional's Induction (3-part)	Virtual	45
02/02/2027	Using School Performance Data	Virtual	43
03/02/2027	Governor Briefing – Virtual Schools Cohort	Virtual	18
04/02/2027	Safeguarding Governor Responsibilities & Monitoring	Bulkington	20
04/02/2027	Marketing your School	Virtual	39
08/02/2027	Clerking Panel Hearings	Virtual	46
01/03/2027	Handling Complaints Part 1	Virtual	35
02/03/2027	Effective Monitoring & School Visits	Virtual	28
03/03/2027	Curriculum, Teaching & Achievement	St Michael's	27
04/03/2027	Prevent Duty	Virtual	22
04/03/2027	Governor Panels: What Governors Need to Know	Virtual	34
09/03/2027	Preparing for an Ofsted Inspection	Virtual	39
09/03/2027	Leading the Board: The Role of the Chair (3-part)	Virtual	38
10/03/2027	Induction to School Governance (3-part)	Virtual	26
15/03/2027	Induction to School Governance (one day)	Bulkington	26
15/03/2027	Equality & School Governance	Virtual	30
17/03/2027	Managing Risk – Risk Registers	Virtual	25
17/03/2027	SEND & The Governing Board	Virtual	42
18/03/2027	Safer Recruitment (one day)	Bulkington	21
22/03/2027	Handling Complaints Part 2	Virtual	36
23/03/2027	Child Protection & Safeguarding	Bulkington	19

Summer Term			
Date	Course Title	Venue	Page
29/04/2027	Introduction to Academy Trust Board Clerking	Virtual	48
04/05/2027	Preparing for an Ofsted Inspection	Virtual	39
04/05/2027	Governance Professionals' Induction (3-part course)	Virtual	45
05/05/2027	Child Protection & Safeguarding	Virtual	19
05/05/2027	The Governor's Role in School Improvement Part 1	Virtual	31
06/05/2027	Induction to School Governance (3-part course)	St Michael's	26
11/05/2027	Safeguarding Governors' Responsibilities & Monitoring	Virtual	20
12/05/2027	The Governor's Role in School Improvement Part 2	Virtual	32
12/05/2027	Handling Complaints Part 1	Virtual	35
13/05/2027	Governor Briefing: Improving Pupil Attendance	Virtual	18
18/05/2027	Effective Monitoring & School Visits	Virtual	28
08/06/2027	Health & Safety for Governors of Academy, Foundation, Voluntary-Aided and Trust Schools	Virtual	23
08/06/2027	Clerking Panel Hearings	Virtual	46
09/06/2027	Governor Briefing: Safeguarding	Virtual	18
10/06/2027	Using School Performance Data	Virtual	43
15/06/2027	Governor Panels: What Governors Need to Know	Virtual	34
15/06/2027	Headteacher Appraisal and Teacher Pay & Performance	Virtual	37
16/06/2027	Induction to School Governance (3-part course)	Virtual	26
16/06/2027	Curriculum, Teaching & Achievement	St Michael's	27
16/06/2027	Prevent Duty	Virtual	22
16/06/2027	Handling Complaints Part 2	Virtual	36
16/06/2027	Effective Clerking (3-part course)	Virtual	47
17/06/2027	Equality & School Governance	Virtual	30
17/06/2027	Leading the Board: The Role of the Chair (3-part course)	Virtual	38
22/06/2027	Marketing your School	Virtual	39
23/06/2027	Engaging with Parents & The School Community	Virtual	29
23/06/2027	SEND & The Governing Board	Virtual	42
29/06/2027	Governor Briefing: SEND	Virtual	18
30/06/2027	Pupil Premium: The Performance of Vulnerable Pupil Groups	Virtual	40
01/07/2027	Introduction to School Governance Part 4 – Academy Governors	Virtual	24
01/07/2027	Headteacher Appraisal and Teacher Pay & Performance	St Michael's	37
06/07/2027	The Governor's Role in Staff Performance Management	Virtual	33
07/07/2027	Child Protection & Safeguarding	Bulkington	19
27/07/2027	Induction to School Governance (one day course)	Bulkington	26
24/08/2027	Child Protection & Safeguarding	Shire Hall	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
Autumn Term		
Thursday 08 October 2026 EXCLUSIONS	Virtual Meeting via TEAMS	1830 – 1930
Monday 09 November 2026 SAFEGUARDING – “Keeping Children Safe in Education 2026”	Virtual Meeting via TEAMS	1830 – 1930
Spring Term		
Wednesday 03 February 2027 VIRTUAL SCHOOL COHORTS	Virtual Meeting via TEAMS	1830 – 1930
Summer Term		
Thursday 13 May 2027 IMPROVING PUPIL ATTENDANCE	Virtual Meeting via TEAMS	1830 – 1930
Wednesday 09 June 2027 SAFEGUARDING	Virtual Meeting via TEAMS	1830 – 1930
Tuesday 29 June 2027 SEND	Virtual Meeting via TEAMS	1830 – 1930

Safeguarding Training Courses

Child Protection & Safeguarding

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

All governors and trustees must complete this training annually, in line with the expectations of Keeping Children Safe in Education (KCSiE) 2026.

Keeping Children Safe in Education 2026

Paragraph 84 “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		
Tuesday 22 September 2026	St Michael’s Church Centre, Church Lane, Budbrooke, Warwick, CV35 8QL Tel: (01926) 407020	1000 – 1200
Wednesday 25 November 2026	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Thursday 21 January 2027	Virtual Training via TEAMS	1900 – 2100
Tuesday 23 March 2027	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
Summer Term		
Wednesday 05 May 2027	Virtual Training via TEAMS	1900 – 2100
Wednesday 07 July 2027	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
Summer Holiday Event		
Monday 30 August 2027	Virtual Training via TEAMS	1900 – 2100

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 2026, Single Central Record, DBS, Vulnerable children, Curriculum and SEND.

Date	Venue	Time
Autumn Term		
Thursday 15 October 2026	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Spring Term		
Thursday 04 February 2027	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
Summer Term		
Tuesday 11 May 2027	Virtual Training via TEAMS	1900 - 2100

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 2026).

Governors and trustees 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 and trustees remain up to date with best practice, it is recommended that governors and trustees update their training every 3-4 years, in line with their reappointment.

Date	Venue	Time
Autumn Term		
Wednesday 23 September 2026	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	0900 - 1700
Spring Term		
Part 1: Wednesday 13 January 2027	Virtual Training via TEAMS	1800 – 2000
Part 2: Thursday 14 January 2027		
Part 3: Wednesday 20 January 2027		
Part 4: Thursday 21 January 2027		
Thursday 18 March 2027	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 and trusts;
- 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
Autumn Term		
Tuesday 24 November 2026	Virtual Training via TEAMS	1800 - 1900
Spring Term		
Thursday 04 March 2027	Virtual Training via TEAMS	1400 - 1500
Summer Term		
Wednesday 16 June 2027	Virtual Training via TEAMS	1800 - 1900

Academy Specific Training Courses

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, as 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 26 November 2026	Virtual Training via TEAMS	1000 – 1200
Summer Term		
Tuesday 08 June 2027	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 (see page 26) 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 24 November 2026	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Thursday 01 July 2027	Virtual Training via TEAMS	1900– 2100

Induction for Trustees

The Board of Trustees is 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 9 November 2026	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 ensure that the board’s role in managing risk becomes a routine and secure aspect of their governance role.

Date	Venue	Time
Spring Term		
Wednesday 17 March 2027	Virtual Training via TEAMS	1900 – 2100

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, and trustees 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
Autumn Term		
Wednesdays 23, 30 September & 07 October 2026	Virtual Training via TEAMS	1900 - 2100
Saturday 17 October 2026	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	0930 - 1630
Tuesdays 10, 17 & 24 November 2026	Virtual Training via TEAMS	1600 - 1800
Mondays 23, 30 November & 07 December 2026	Virtual Training via TEAMS	1000 - 1200
Spring Term		
Mondays 18, 25 January & 01 February 2027	Virtual Training via TEAMS	1900 - 2100
Wednesdays 10, 17 & 24 March 2027	Virtual Training via TEAMS	1000 - 1200
Monday 15 March 2027	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630
Summer Term		
Thursdays 06, 13 & 20 May 2027	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Wednesdays 16, 23 & 30 June 2027	Virtual Training via TEAMS	1900 - 2100
Tuesday 27 July 2027	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630

Curriculum, Teaching & Achievement

Updated for 2026

Schools are expected to offer an ambitious, broad and rich curriculum and to provide high-quality teaching so that all pupils, including disadvantaged pupils and those with SEND, can achieve their best.

The new Education Inspection Framework evaluates two key areas:

- Curriculum and teaching
- Achievement

These areas represent the core work of a school. To be as effective as possible, governors need to understand them, so they are able to provide strategic challenge and ensure leaders maintain high standards.

This course strengthens governors' understanding of these key evaluation areas and provides guidance on offering constructive challenge to leaders and hold the school to account.

Date	Venue	Time
Autumn Term		
Thursday 12 November 2026	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
Spring Term		
Wednesday 03 March 2027	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200
Summer Term		
Wednesday 16 June 2027	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200

Effective 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
Autumn Term		
Wednesday 18 November 2026	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Spring Term		
Tuesday 02 March 2027	Virtual Training via TEAMS	1900 – 2100
Summer Term		
Tuesday 18 May 2027	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 school 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 school community;
- The role of the parent governor on the governing board.

Date	Venue	Time
Autumn Term		
Thursday 24 September 2026	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Spring Term		
Tuesday 26 January 2027	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Wednesday 23 June 2027	Virtual Training via TEAMS	1900 - 2100

Equality and School Governance

These sessions will be delivered by Guy Darvill, Legal Service Manager, 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
Autumn Term		
Wednesday 14 October 2026	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Monday 15 March 2027	Virtual Training via TEAMS	1000 – 1200
Summer Term		
Thursday 17 June 2027	Virtual Training via TEAMS	1900 – 2100

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
Autumn Term		
Tuesday 13 October 2026	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
Autumn Term		
Thursday 12 November 2026	Virtual Training via TEAMS	1400 - 1600
Summer Term		
Wednesday 05 May 2027	Virtual Training via TEAMS	1900 - 2100

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
Autumn Term		
Thursday 19 November 2026	Virtual Training via TEAMS	1400 - 1600
Summer Term		
Wednesday 12 May 2027	Virtual Training via TEAMS	1900 - 2100

The 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 22 October 2026	Virtual Training via TEAMS	1900 - 2100
Summer Term		
Tuesday 06 July 2027	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
Autumn Term		
Monday 30 November 2026	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Thursday 04 March 2027	Virtual Training via TEAMS	1400 – 1600
Summer Term		
Tuesday 15 June 2027	Virtual Training via TEAMS	1000 - 1200

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, trustees, 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
Autumn Term		
Tuesday 06 October 2026	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Monday 01 March 2027	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Wednesday 12 May 2027	Virtual Training via TEAMS	1600 - 1800

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, trustees, Headteachers, staff members, and governance professionals 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 the situation.

Date	Venue	Time
Autumn Term		
Tuesday 03 November 2026	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Monday 22 March 2027	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Wednesday 16 June 2027	Virtual Training via TEAMS	1600 - 1800

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
Autumn Term		
Wednesday 16 September 2026	Virtual Training via TEAMS	1000 - 1200
Thursday 01 October 2026	Virtual Training via TEAMS	1600 - 1800
Monday 12 October 2026	Virtual Training via TEAMS	1900 - 2100
Summer Term		
Tuesday 15 June 2027	Virtual Training via TEAMS	1600 - 1800
Thursday 01 July 2027	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 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.

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		
Wednesday 21 October 2026	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	0930 - 1630
Spring Term		
Tuesdays 09, 16 & 23 March 2027	Virtual Training via TEAMS	1000 - 1200
Summer Term		
Thursdays 17, 24 June & 01 July 2027	Virtual Training via TEAMS	1900 – 2100

Marketing your School

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

Date	Venue	Time
Autumn Term		
Wednesday 14 October 2026	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Thursday 04 February 2027	Virtual Training via TEAMS	1900 – 2100
Summer Term		
Tuesday 22 June 2027	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
Autumn Term		
Monday 09 November 2026	Virtual Training via TEAMS	1600 - 1800
Spring Term		
Tuesday 09 March 2027	Virtual Training via TEAMS	1900 - 2100
Summer Term		
Tuesday 04 May 2027	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
Autumn Term		
Thursday 26 November 2026	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Summer Term		
Wednesday 30 June 2027	Virtual Training via TEAMS	1900 - 2100

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

Special Educational Needs & The Governing Board

Updated for 2026

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;
- Inform governors of proposed changes to the SEND system at both local and national level.

Date	Venue	Time
Autumn Term		
Wednesday 02 December 2026	Virtual Training via TEAMS	1830 – 2030
Spring Term		
Wednesday 17 March 2027	Virtual Training via TEAMS	1830 – 2030
Summer Term		
Wednesday 23 June 2027	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
Autumn Term		
Wednesday 02 December 2026	Virtual Training via TEAMS	1000 – 1200
Spring Term		
Tuesday 02 February 2027	Virtual Training via TEAMS	1600 – 1800
Summer Term		
Thursday 10 June 2027	Virtual Training via TEAMS	1900 – 2100

Governance Professionals' Training

The DfE Academy 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
Spring Term		
Tuesdays 26 January, 02 & 09 February 2027	Virtual Training via TEAMS	1900 – 2100
Summer Term		
Tuesdays 04, 11 & 18 May 2027	Virtual Training via TEAMS	1000 – 1200

Clerking Panel Hearings

As part of their strategic role, governors and trustees 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
Autumn Term		
Thursday 15 October 2026	Virtual Training via TEAMS	1830 – 2100
Spring Term		
Monday 08 February 2027	Virtual Training via TEAMS	1000 - 1230
Summer Term		
Tuesday 08 June 2027	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
Autumn Term		
Tuesdays 10, 17 & 24 November 2026	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Mondays 18, 25 January & 01 February 2027	Virtual Training via TEAMS	1900 – 2100
Summer Term		
Wednesdays 16, 23 & 30 June 2027	Virtual Training via TEAMS	1000 – 1230

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 and/or Board Clerk to be more effective.

Date	Venue	Time
Autumn Term		
Tuesday 06 October 2026	Virtual Training via TEAMS	1000 – 1200
Summer Term		
Thursday 29 April 2027	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 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.

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 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 Academy 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 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, 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 Core Training section of this programme (pages 26– 43).

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

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.

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 March 2027.

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 requirements.

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.

An Academy 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 three 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.

Contact Warwickshire Governor Services for further information and pricing.

“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.

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:

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.

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 and trustees 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 may be able to recommend an experienced governor 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.

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

Continual professional development is essential for governors, chairs and governance professionals. It enables them to carry out their roles confidently and effectively, leading to stronger governance and better outcomes for pupils. Access to NGA's Learning Link supports this by offering role-specific learning for all governing board members, helping them meet the standards within the Ofsted leadership and governance evaluation area.

NGA's Learning Link provides a wide range of training designed to equip governors with the knowledge and skills to fulfil their strategic responsibilities, hold leaders to account and ensure effective governance across the school. It will support them to demonstrate impact across all aspects of the school's work.

The NGA Learning Link provides flexible, online learning that can be completed anytime, anywhere. With 24/7 multi-device access to a wide range of high-quality interactive modules, it enables governors to develop their knowledge at their own pace, making it ideal for busy volunteers who need to balance their role with other commitments.

The learning offer, with examples of courses provided below, has been developed by governance specialists with in-depth knowledge of education policy and practice. Content is kept accurate, up to date and aligned with current legislation and DfE guidance. Learning collections cover key areas including roles and responsibilities, good governance, strategic leadership, pupil success and wellbeing, effective use of resources, and compliance.

 <p>1 hour</p> <p>Induction Understanding the expectations of governance in your setting</p> <p>This module explores the core purpose of governance and covers the different types of schools and boards and how delegation works.</p>	 <p>30 mins</p> <p>Compliance & legislation Cyber security and governance</p> <p>This e-learning module is an introduction to the board's compliance responsibilities covering cyber security in schools and trusts.</p>	 <p>1.5 hrs</p> <p>Compliance & legislation A whole-school approach to food</p> <p>This e-learning module is an introduction to the board's compliance responsibilities covering the School Food Standards.</p>	 <p>15mins</p> <p>Governance workload Management of workload and wellbeing: the governance role</p> <p>This bitesize e-learning module explores the main workload-related issues in schools and trusts.</p>	 <p>1hr 15mins</p> <p>Governing board roles Effective MAT Governance</p> <p>This e-learning module will help trustees to improve their board's performance and deliver better outcomes for pupils.</p>
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Schools that subscribe to Warwickshire Governor Services can subscribe to the NGA's Learning Link at a subsidised cost of £145 per year (compared to the cost to a school of subscribing directly through the NGA of £245 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 and trustees 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 extensive governance experience, having served as a governor in eight schools. She is currently an active governor across a range of settings, including Primary, Secondary and All through provisions within Warwickshire and Coventry.

She is a highly experienced Chair of Governors, and delivers a wide-ranging training programme, supporting governors and trustees to develop the knowledge and skills required to fulfil their responsibilities with confidence and impact.

Between 2021 and 2023, Julia was recognised by the Department for Education as a National Leader of Governance, reflecting her significant contribution to governance and her ability to support and influence practice beyond her own schools.

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

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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.

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Amanda Gardiner

Development & Delivery Officer

Amanda has built extensive governance experience through a range of roles at a junior school in Bedworth, progressing to Chair of Governors. More recently, she has been appointed Chair at a primary school within an academy trust in Nuneaton, further broadening her experience in different educational contexts.

Amanda brings strong expertise in school leadership and governance. She has overseen a Headteacher recruitment process and successfully guided a school through academisation. Fully trained in Safer Recruitment, Amanda has a strong understanding of safeguarding and is committed to ensuring best practice across all 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 training and supports effective governance practice.
- Manages communications (newsletters, website, Resource Library, GovernorHub).
- Supports governor recruitment and External Reviews of Governance.
Provides advice and support to governing bodies.

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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.

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.
- Leads the Governor Training Traded Service, including:
 - ✓ Overseeing the delivery of all activities included in the Professional Development Programmes.
 - ✓ Overseeing quality assurance of training delivery and materials and monitoring customer feedback
 - ✓ Identifying additional training and development opportunities.
- Manages the day-to-day financial operations of both the Governor Training and Clerking Services.

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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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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.

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Sally Beatty

Administration Officer. Training

Sally spent over twenty years working in secondary schools as a teacher and middle leader. She joined Governor Services as a governance professional. As a governance professional, she has supported a wide range of schools and trusts across Warwickshire and beyond, supporting governing body meetings and a range of panel hearings, including staff pay and conduct matters, as well as complaints, suspensions, and permanent exclusions.

Sally has also completed governance training to further strengthen her knowledge and understanding and is currently Chair of Governors at a primary school in Warwickshire.

In her role, Sally:

- Provides administrative support for all training courses, including in-house sessions;
- Creates, updates, and shares electronic course materials;
- Collates and responds to training course feedback;
- Supports the marketing and promotion of Governor Services activities; and
- Manages the Governor Services main inbox and telephone support line.
- Delivers governor training to support effective governance.

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