Governor Services

OXFORDSHIRE COUNTY COUNCIL

Supporting quality governance for all Oxfordshire schools

Governor Services offers three strands of training for governors, trustees and committee representatives:

▪ **The core package** offered remotely through *Microsoft Teams*. This is available via a subscription or on a 'pay to use' basis and the timetable below sets out the offer for this term

▪ **One-off Events** which are **free** to all board members and are advertised separately through GovernorHub

▪ **Free online Bitesize Training** for board members to complete in your own time, available here: Governor bitesize training | Oxfordshire Schools

Booking System

Training can be booked by using the **Oxfordshire Governor Services Tab** on **GovernorHub.**

For governors without access to these pages, bookings can be made:
- ▪ By email to **GovernorServices@Oxfordshire.gov.uk**
- ▪ By phone on 03300 249046

Both of these methods will require a name and email address so the booking can be added to our online system and the joining link sent to you. We use MS Teams for our training.

If your school subscribes to Governor Services training, there will be no additional charge. All other bookings will be charged on a 'pay as you use' basis. More details can be found here: Current Pay As You Use Information

Certificates
Certificates are available on GovernorHub after each training session. If you do not have access to GovernorHub, your feedback letter will act as your attendance certificate.

Recordings
Training may be recorded.

Contact us

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Course	Date and Time	Course Information
Successful Chairing	Thu 11 Jan 19:00-20:30	This course looks at the role of the Chair in leading an effective board. It focuses on practical advice, developing good relationships, communication and effective organisational processes to ensure the whole board is able to contribute to the success of the school. This course is also useful to those who chair committees or who are interested in a chairing role in school governance.
Governor Induction A	Sat 13 Jan 09:30-11:00	This course is essential for all new governors and is also a great refresher course for those who have been involved in governance for longer. **To complete the training, Induction A and Induction B must be completed.** Among other things, this course will look at: • The purpose of governance • The board's roles and responsibilities • Holding the school to account • The organisation of the board
Safeguarding Children (Level 2)	Tue 16 Jan 18:30-20:30	This course, delivered by the Education Safeguarding Advisory Team, provides governors with an explanation of their safeguarding duties, summarises the latest statutory requirements and supports the promotion and monitoring of safeguarding in schools. *This is a **Level 2 Safeguarding course**- recommended for all board members. It should be updated at least every three years.*
The Complaints Process	Thu 18 Jan 19:00-20:30	Every board should have several members with a good understanding of the complaints policy to ensure that, if needed, the process is as compliant and straight forward as possible. This course looks at the statutory responsibilities and best practice around complaints, aiming to improve governor confidence and effectiveness when dealing with complaints in school.
Understanding External Performance Data: Primary Schools	Tue 23 Jan 19:00-20:30	Governors need to understand the external performance data provided by the DfE. This course will look at the main data sources available to Primary schools and will consider how these can be used by the board to promote challenge and to recognise successes in pupil outcomes.
Finance: budget construction and monitoring	Mon 29 Jan 19:00-20:30	This course will provide you with a sound introduction to school finances and budgeting, including information about: • Funding streams • Essential considerations when planning the budget • Benchmarking sources • Monitoring

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Course	Date and Time	Course Information
		• The evaluation of spending to ensure pupil impact and value for money.
The Safeguarding Lead Governor	Wed 31 Jan 18:30-20:30	The safeguarding governor needs to have a good awareness of the safeguarding systems in school and in the wider community if they are to monitor this area effectively for the board. This training session, delivered by the Education Safeguarding Advisory team, will consider: • The role of the Designated Safeguarding Lead (DSL) and other roles in school • The LADO process • School record keeping and chronologies • Referral processes: what happens next? • The governor role • Current Oxfordshire safeguarding topics *This is a **Level 3 Safeguarding course**- recommended for the safeguarding governor and other governors interested in this role. It should be updated at least every two years.*
Governor Induction B	Sat 03 Feb 09:30-11:00	This course is essential for all new governors and is also a great refresher course for those who have been involved in governance for longer. **To complete the training, Induction A and Induction B must be completed and Induction B follows on from Induction A.** Among other things, this course will look at: • The purpose of governance • The board's roles and responsibilities • Holding the school to account • The organisation of the board
Free Event: Armed Forces' Children: the board's role	Tue 06 Feb 19:00-20:30	Network Meeting facilitated by Matt Blyton, aiming to: • Provide an overview of the strengths that Service children bring to schools and the challenges they face • Discuss the Government's Service Pupil Premium funding • Raise governors' awareness of an evidence-based toolkit to support them and school leaders to evaluate their provision (Thriving Lives Toolkit) • Give updates on the current projects and plans for development work in 2023/24 • Facilitate a forum for sharing good practice and exploring solutions to challenges.

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Holding the School to Account	Wed 07 Feb
	
	19:00-20:00
		One of the core functions of governance is to hold the headteacher to account for the educational performance of the school and the performance management of staff. Some governors may find this function difficult, particularly when the board also has a supportive role. This course is designed to provide some time to consider the issues around this and to better understand the board's role.
		This training will look at:
		    • The board's role: providing challenge and support
		    • Monitoring key performance indicators: what and how?
		    • Asking the right questions
		    • Understanding the impact of the board.

Early Years Governance	Thu 08 Feb
	
	19:00-20:30
		This training, delivered by the Early Years Team, will highlight the distinct nature of this important part of our schools, and will look at:
		
		    • The characteristics of effective learning and learning in the early years
		    • Areas of learning and development and their assessment
		    • What good practice looks like in nursery and reception classes
		    • The governors' role

Preparing for Ofsted	Mon 19 Feb 19:00-20:30	This course provides an overview of the latest Ofsted Education Inspection Framework. It aims to familiarise governors with the implications of inspection for the school as a whole, and specifically for the board as part of the school's leadership and management.
Safeguarding in the Early Years Foundation Stage (EYFS)	Tue 20 Feb 19:00-20:00	This session is for governors who have **reception or nursery aged children**, whether you are from a primary school or a maintained nursery school. It would be particularly relevant to the Safeguarding lead governor and the EYFS lead governor. It will build on governors' knowledge of safeguarding, placing this firmly in the context of safeguarding our youngest children and will be led by The Early Years Team.

Governor Induction A	Wed 21 Feb
	
	19:00-20:30
		This course is essential for all new governors and is also a great refresher course for those who have been involved in governance for longer. **To complete the training, Induction A and Induction B must be completed.**
		Among other things, this course will look at:
		    • The purpose of governance
		    • The board's roles and responsibilities
		    • Holding the school to account

Course	Date and Time	Course Information
		• The organisation of the board
The Role of the Special Educational Needs and Disabilities (SEND) Governor	Mon 26 Feb 19:00-20:30	This course, delivered by OXSIT (Oxfordshire School Inclusion Team), is relevant for all SEND governors new to the role or wanting a refresher course. It will cover: • The legal requirements around SEND provision • The role of the SEN coordinator (SENCO) • Monitoring and evaluating SEN practice as governors • The inclusive curriculum
Governor Monitoring	Tue 05 Mar 19:00-20:00	Monitoring is an important aspect of the board's work, and this course will consider: • The purpose of monitoring in the work of the board • The range and usefulness of monitoring evidence available to boards • The need for a planned, strategic approach to governor monitoring
Safer Recruitment	Wed 06 Mar 18:00-21:00	This course provides training for governors if they wish to be involved in school recruitment or want to know more about recruiting in terms of the safeguarding of children. It covers all aspects of the recruitment process and is run by the Education Safeguarding Advisory Team. ***You will be asked to pass a brief assessment after the session to receive your certificate. The training is valid for five years and attendees must join on time.*** *Due to the nature of this course, it contains upsetting information and firmly places safer recruitment in the context of the safeguarding of children.*
Headteacher Recruitment	Mon 11 Mar 19:00-20:00	This course will support governors with the multiple steps involved in the recruitment process by: • Examining the key strategic issues involved • Considering the roles and responsibilities of governors through this process • Reviewing the legal requirements of the process
Exclusion and Suspension	Tue 12 Mar 19:00-20:30	This course, delivered by the Education Inclusion Team, guides governors through the statutory exclusion process, explaining their role at all stages and emphasising the importance of this work to ensure all schools are inclusive. This course, while not about specific cases, will allow governors to better understand their role in the process.

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Course	Date and Time	Course Information

Governor Induction B	Wed 13 Mar
	
	19:00-20:30
		This course is essential for all new governors and is also a great refresher course for those who have been involved in governance for longer. **To complete the training, Induction A and Induction B must be completed and Induction B follows on from Induction A.**
		Among other things, this course will look at:
		   • The purpose of governance
		   • The board's roles and responsibilities
		   • Holding the school to account
		   • The organisation of the board

Monitoring the Early Years Foundation Stage (EYFS)	Wed 20 Mar
	
	19:00-20:00
		This session is for governors who have **reception or nursery aged children**, whether you are from a primary school or a maintained nursery school. It will aim to develop governor understanding of:
		   • The role of monitoring
		   • The range of monitoring information available in the EYFS
		   • How to plan for monitoring
		   • Using monitoring to assess impact.

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