

Governor Services Clerking Training Programme Summer 2024

We are delighted to be sharing our **training programme for clerks** for the summer term. This term training will continue to be offered remotely through Microsoft Teams, and pre-recorded virtual modules. **Bookings are now open.**

Booking Remote Training

Training can be booked by using the **Oxfordshire Governor Services link** on **GovernorHub** <https://governorhub.com> and then by click on the [Training](#) tab.

For Clerks 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 so the booking can be added to our online system and the joining link sent to you. We use MS Teams for our training.

Remote Training Programme Summer 2024

Courses shaded **blue** are available for Clerks and governors.

Contact us

For **governance** queries
email: governorservices@oxfordshire.gov.uk
Phone: 0330 0249 046
For **clerking** queries
email: clerking.service@oxfordshire.gov.uk

Course	Date and Time	Course Information
Clerks and Boards working together effectively	Wednesday 01 May 10:00-11:30	This course is for new and experienced Clerks. It will look at effective strategies for the Clerk to support the governing board fulfil its 3 key roles and flag up the latest national and local guidance.
An introduction to GovernorHub for Clerks	Tuesday 7 May 10:00-11:30	This course is for Clerks. It introduces them to the basics of using GovernorHub to update membership, communicate with their Boards, store documents, download reports and set up committees.
Induction for Clerks (2-part course)	Wednesday 08 May 9:30-11:00 <i>and</i> Wednesday 15 May 10:00-11:00	This 2-part course provides a comprehensive induction on the statutory role, duties, and responsibilities of the clerk. It is essential for all new clerks and is also a useful refresher for those involved in clerking for longer.
Effective Agenda and Minute Writing	Tuesday 14 May 10:00 – 11:30	This course explains how to prepare effective agendas and write high quality minutes which are clear and concise and reflect the three core functions of the governing board.

Contact us

For **governance** queries
 email: governorservices@oxfordshire.gov.uk
 Phone: 0330 0249 046
 For **clerking** queries
 email: clerking.service@oxfordshire.gov.uk

Clerks' Briefing	Tuesday 4 June 12:00-13:30	Essential for all Clerks to keep them up to date with any new or changing national governance legislation or advice, and relevant Oxfordshire County Council news.
Suspension and Exclusion for Clerks	Thursday 22 July 10:00-12:00	This course will support Clerks in understanding their role with Suspension and Exclusion panels.
Holding the School to Account	Wednesday 15 May 19:00 – 20:00	<p>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:</p> <ul style="list-style-type: none"> • The board's role: providing challenge and support • Monitoring key performance indicators: what and how? • Asking the right questions <p>Understanding the impact of the board.</p>
Preparing for Ofsted	Monday 20 May 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.
Governor Briefing	Tuesday 04 June 09:30-11:00	Oxfordshire County Council Governor Services will deliver a briefing for all governors. The hour long session is free to attend but please do register so that you can be provided with a MS Teams link. Topics will be governor specific.

Contact us

For **governance** queries
 email: governorservices@oxfordshire.gov.uk
 Phone: 0330 0249 046
 For **clerking** queries
 email: clerking.service@oxfordshire.gov.uk

<p>The Complaints Process</p>	<p>Saturday 08 June 19:00–20:30</p>	<p>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.</p>
<p>Early Years Governance</p>	<p>Thursday 13 June 19:00-20:30</p>	<p>This training, delivered by the Early Years Team, will highlight the distinct nature of this important part of our schools, and will look at:</p> <ul style="list-style-type: none"> • The characteristics of effective teaching 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
<p>The Appraisal Process</p>	<p>Wednesday 19 June 19:00-20:30</p>	<p>Governors will consider the importance of the annual performance management process for teachers and headteachers, as a lever for improving the quality of education in schools. This session will consider the responsibilities of governing boards for:</p> <ul style="list-style-type: none"> • Appointing a panel which conducts the headteacher's annual appraisal – agreeing performance objectives, monitoring progress during the year, and assessing the head'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. <p>This course is particularly recommended for all governors involved in appraisal of the headteacher.</p>

Contact us

For **governance** queries
 email: governorservices@oxfordshire.gov.uk
 Phone: 0330 0249 046
 For **clerking** queries
 email: clerking.service@oxfordshire.gov.uk

We look forward to welcoming you to our training over the next term. If you have any questions, please contact The Clerking Service:

Email: clerking.service@Oxfordshire.gov.uk

Phone: 03300 249046

Contact us

For **governance** queries
email: governorservices@oxfordshire.gov.uk
Phone: 0330 0249 046
For **clerking** queries
email: clerking.service@oxfordshire.gov.uk