

Governor Services Training Programme Summer 2022

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 and Schools News
- Free online **Bitesize Training** for board members to complete in your own time, available here: [Governor Services Bitesize Training | Schools \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk/governor-services/bitesize-training)

Booking System

Training can be booked by using the Oxfordshire Governor Services link on Governor Hub and then clicking on the Training heading.

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. MS Teams is the software used for course delivery.

If your school subscribes to 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: [Pay As You Use Costs](#)

Sessions are NOT recorded unless this feature is stated in the description.

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

Email: GovernorServices@oxfordshire.gov.uk

Phone: 03300 249046

Remote Training Programme **Summer 2022**

Course	Date and Time	Course Information
Induction A	Sat 30 April 09:00-10:30 OR Thu 16 Jun 19:00-20:30	<i>This is part one of a two-part course. To complete the training, Induction A and Induction B must be completed.</i> Ideally, governors would complete Induction A first. These sessions should be completed within a year if possible. 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. Among other things, this course will look at: <ul style="list-style-type: none"> • The purpose of governance • The board's roles and responsibilities • Holding the school to account • The organisation of the board
Governor Monitoring	Wed 04 May 19:00-20:00	Monitoring is an important aspect of the board's work and this course will consider: <ul style="list-style-type: none"> • 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.
Safeguarding Children	Thu 05 May 19:00-20:30	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. <i>This is Level 2 Safeguarding Training-recommended for all board members and should be updated at least every three years.</i>
Preparing for Ofsted	Thu 12 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.
Benchmarking: what, where, how and why?	Wed 18 May 19:00-20:00	We hear that benchmarking is important, but: <ul style="list-style-type: none"> • What is it? • Where do boards get the information from? • How do boards use it within their annual cycle of work? • What impact can it have? Join this practical course to learn about benchmarking and how it can support good decision making within your board.
Effective Use of the Pupil Premium Funding	Thu 19 May 19:00-20:30	This course, delivered by OXSIT (Oxfordshire School Inclusion Team), will develop governors' understanding of the effective use of the pupil premium grant so that pupil outcomes can be enhanced. It will support governors to develop effective strategies to monitor and evaluate impact in this area and will explain the role of the board in the accountability of this grant.

Induction B	Sat 21 May 09:00-10:30 OR Thu 14 Jul 19:00-20:30	<p><i>This is the second part of the induction training.</i></p> <p>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.</p> <p>To complete the training, Induction A and Induction B must be completed. Ideally, governors would complete Induction A first. These sessions do not have to be completed in the same term but should be completed within a year if possible.</p> <p>Among other things, this course will look at:</p> <ul style="list-style-type: none"> • The purpose of governance • The board’s roles and responsibilities • Holding the school to account • The organisation of the board
Safer Recruitment	Mon 23 May 18:00-21:00	<p>This updated 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.</p> <p>It covers all aspects of the recruitment process and is run by the Education Safeguarding Advisory Team.</p> <p><i>Due to the nature of this course, it contains upsetting information and firmly places safer recruitment in the context of the safeguarding of children. The training is valid for five years and attendees must join on time and will be asked to complete a brief assessment after the session to receive the certificate.</i></p>
Health and Safety: the role of the board	Wed 25 May 19:00-20:30	<p>This course will support governors in understanding the board’s role in the health and safety of their school. It will consider:</p> <ul style="list-style-type: none"> • The legal duties of the board and the areas covered by this legislation • Policy and risk assessment requirements • The distinction between the leadership’s role and the role of the board • Practical suggestions around monitoring this area • Signposting to available support.
Understanding Personnel Matters	Tue 07 Jun 19:00-20:30	<p>This briefing session will provide governors with the basic principles of employment legislation and best practice in relation to school HR matters. It will consider the need to follow agreed policies and to get support when necessary.</p> <p>It will also provide the background information around supporting your Headteacher with personnel matters, such as managing staff performance, and it will consider the expectations of governors around employment hearings.</p> <p>You will have the opportunity to ask questions around managing other HR issues that may arise.</p> <p><i>This course is relevant for all maintained boards although all schools are very welcome. We would recommend that the Chair and the Vice-Chair from each school attend this session although it is relevant to all maintained school governors.</i></p>
The Complaints Process	Wed 08 Jun 19:00-20:30	<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>

Exclusion and Suspension: practice and procedure	Tue 14 Jun 18:30-20:00	This course, delivered by the Learner Engagement Team, guides governors through the statutory exclusion and suspension processes, explaining their role at all stages and emphasising the importance of this work to ensure all schools are inclusive.
Induction A	Thu 16 Jun 19:00-20:30 OR Sat 30 April 09:00-10:30	<p><i>This is part one of a two-part course. To complete the training, Induction A and Induction B must be completed.</i> Ideally, governors would complete Induction A first. These sessions should be completed within a year if possible.</p> <p>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.</p> <p>Among other things, this course will look at:</p> <ul style="list-style-type: none"> • The purpose of governance • The board's roles and responsibilities • Holding the school to account • The organisation of the board
The Safeguarding Lead Governor	Wed 22 Jun 19:00-21:00	<p>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:</p> <ul style="list-style-type: none"> • 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
Successful Chairing	Sat 25 Jun 10:00-11:30	<p>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.</p>
Finance: budget construction and monitoring	Tue 28 Jun 19:00-20:30	<p>This course will provide you with a sound introduction to school finances and budgeting, including information about:</p> <ul style="list-style-type: none"> • Funding streams • Essential considerations when planning the budget • Benchmarking sources • Monitoring • The evaluation of spending to ensure pupil impact and value for money.

The Appraisal Process	Wed 29 Jun 19:00-20:00	<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><i>This course is recommended for all governors involved in appraisal of the headteacher.</i></p>
Risk Management for Governors	Thu 07 Jul 19:00-20:00	<p>Knowing and managing potential risks can not only enhance a school’s ability to meet its strategic aims but also identify where taking risks can have a beneficial impact. This course will look at potential areas to consider, the process of risk management and the benefits available to schools.</p>
Induction B	Thu 14 Jul 19:00-20:30 (also Sat 21 May 09:00-10:30)	<p><i>This is the second part of the induction training.</i></p> <p>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.</p> <p>To complete the training, Induction A and Induction B must be completed. Ideally, governors would complete Induction A first. These sessions do not have to be completed in the same term but should be completed within a year if possible.</p> <p>Among other things, this course will look at:</p> <ul style="list-style-type: none"> • The purpose of governance • The board’s roles and responsibilities • Holding the school to account • The organisation of the board