

Governor Services Training Programme Spring 2023

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 Services Bitesize Training | Schools \(oxfordshire.gov.uk\)](https://www.oxfordshire.gov.uk/governor-services/bitesize-training/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 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.

Remote Training Programme Spring 2023

Course	Date and Time	Course Information
Safeguarding Children	Tue 10 Jan 18:30-20:30	<p>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.</p> <p><i>This is a Level 2 Safeguarding course- recommended for all board members. It should be updated at least every three years.</i></p>
Induction A	Sat 14 Jan 09:30-11:00 OR Thu 23 Feb 19:00-20:30	<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. To complete the training, Induction A and Induction B must be completed.</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
Inclusion: what does this mean for governors?	Wed 18 Jan 19:00-20:00	<p>This training session will increase governor understanding around what is meant by the term 'inclusion', its importance in schools and the actions Boards can take to promote and evaluate inclusion within their own school communities.</p> <p>The training will help governors to understand:</p> <ul style="list-style-type: none"> • Some of the features of an inclusive school • Which groups have protected characteristics • The Board's responsibility for inclusion • What information governors could monitor to support any board judgement about inclusion • Where to go for support and further information
Developing the Board's Effectiveness	Thu 19 Jan 19:00-20:00	<p>This course is linked to the DfE Competency Framework for Governance and will unpick the knowledge, skills and behaviours needed for effective governance. It will consider good practice as well as practical ways of working to ensure that the board is able to fulfil its core functions and really benefit children.</p>
Headteacher Recruitment	Mon 23 Jan 19:00-20:00	<p>This course will support governors with the multiple steps involved in the recruitment process by:</p> <ul style="list-style-type: none"> • Examining the key strategic issues involved • Considering the roles and responsibilities of governors through this process • Reviewing the legal requirements of the process
Finance: budget construction and monitoring	Mon 30 Jan 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

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The Safeguarding Lead Governor	Tue 31 Jan 18:30-20:30	<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 <p><i>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.</i></p>
Preparing for Ofsted	Wed 08 Feb 19:00-20:30	<p>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.</p>
Induction B	Sat 11 Feb 09:30-11:00 OR Thu 16 Mar 19:00-20:30	<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. To complete the training, Induction A and Induction B must be completed.</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
Effective Use of the Pupil Premium Grant	Tue 21 Feb 19:00-20:30	<p>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.</p>
Holding the School to Account	Tue 28 Feb 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.</p> <p>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 • Understanding the impact of the board

Course	Date and Time	Course Information
Safer Recruitment	Mon 06 Mar 18:00-21:00	<p>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 complete a brief assessment after the session to receive your certificate. The training is valid for five years and attendees must join on time.</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.</i></p>
Exclusion and Suspension: practice and procedure	Wed 08 Mar 18:30-20:00	<p>This course, delivered by the Learner Engagement 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.</p>
Governors and the Allegation Management Process	Tue 14 Mar 18:30-20:00	<p>This training session is recommended for all governors and trustees but is especially relevant for chairs of the board.</p> <p>The aims of the session are to:</p> <ul style="list-style-type: none"> • understand the allegations management process • upskill individuals in leading an investigatory process when allegations are made <p>It will cover:</p> <ul style="list-style-type: none"> • The threshold for allegations, including transferable risks • The expectations that are on the Chair to recognise and respond to allegations made against headteachers and other staff
Health and Safety: the role of the board	Tue 21 Mar 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 cover:</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

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