

Governor Services Clerking Training Programme Summer 2022

We are delighted to be sharing our **training programme for clerks** for the Spring term. This term training will continue to be offered remotely through Microsoft Teams, and pre-recorded virtual modules. **Bookings will open from Thursday 14 April 2022.**

Booking Remote Training

All Governor Services training can be booked directly through GovernorHub. This is a simple process that can be carried out on your computer, tablet or phone in a few easy steps:-

- Open your account and click on the **Oxfordshire County Council logo** on your 'washing line' at the top of the page
- Click on the 'Training' tab
- Scroll down the page to review the training available and click on the training to find out more information
- You can book a course by clicking on the 'Book a place' button
- You will receive email confirmation of your bookings.

For schools with no access to GovernorHub, bookings can be made through Governor Services:
By email to GovernorServices@Oxfordshire.gov.uk
By phone on 03300 249046

Remote Training Programme Summer 2022

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

Course	Date and Time	Course Information
Safeguarding Children	Thursday 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	Thursday 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.
Clerks' Briefing	Thursday 19 May 10:00-11:30	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. The session will provide the opportunity to share experiences with other clerks.
Effective Use of the Pupil Premium Funding	Thursday 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 for Clerks (2-part course)	Wednesday 25 May 10:00-12:00 <i>and</i> Thursday 26 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. There will be a series of short pre-recorded modules for clerks to listen to in between attending the 2 Microsoft Teams sessions.
The Complaints Process	Wednesday 08 Jun 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.
Exclusion and Suspension: practice and procedure	Tuesday 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.
Effective Minute Writing	Wednesday 15 June 10:00-11:30	This course explains how to write high quality minutes which are clear and concise, and reflect the three core functions of the governing board. A pre-recorded module will be available to clerks after the session.
An introduction to GovernorHub for Clerks	Wednesday 22 June 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.
The Safeguarding Lead Governor	Wednesday 22 Jun 19:00-21:00	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: <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
Clerks and Boards working together	Wednesday 29 June 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.



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

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