

## Governor Services Training Programme

### Autumn 2022

*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 link** on **GovernorHub** (<https://governorhub.com>) and then by clicking on the **Training** tab.

For governors without access to these pages, bookings can be made:

- By email to [GovernorServices@Oxfordshire.gov.uk](mailto: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: [Pay As You Use Costs](#)

## Remote Training Programme Autumn 2022

Course	Date and Time	Course Information
<b>Governor Monitoring</b>	Tue 20 Sep 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"> <li>• The purpose of monitoring in the work of the board</li> <li>• The range and usefulness of monitoring evidence available to boards</li> <li>• The need for a planned, strategic approach to governor monitoring.</li> </ul>
<b>Induction A</b>	Thu 22 Sep 19:00-20:30 <b>OR</b> Sat 12 Nov 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. <b>To complete the training, Induction A and Induction B must be completed.</b> Among other things, this course will look at: <ul style="list-style-type: none"> <li>• The purpose of governance</li> <li>• The board's roles and responsibilities</li> <li>• Holding the school to account</li> <li>• The organisation of the board</li> </ul>
<b>The Appraisal Process</b>	Tue 27 Sep 19:00-20:30	Governors will consider the responsibilities of both the board and the appointed subgroup around the annual appraisal process for teachers and headteachers. This session will also consider some of the practical aspects of headteacher appraisal such as agreeing objectives, monitoring progress and assessing the headteacher's performance against these objectives. <i>This course is recommended for all governors involved in appraisal of the headteacher.</i>
<b>Effective Use of the Pupil Premium</b>	Wed 28 Sep 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.
<b>Safeguarding Children</b>	Tue 04 Oct 18:30-20:00	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 a <b>Level 2 Safeguarding course</b>- recommended for all board members. It should be updated at least every three years.</i>
<b>The Complaints Process</b>	Thu 06 Oct 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.
<b>Benchmarking: what, where, how and why?</b>	Sat 08 Oct 09:30-10:30	We hear that benchmarking is important, but: <ul style="list-style-type: none"> <li>• What is it?</li> <li>• Where do boards get the information from?</li> <li>• How do boards use it within their annual cycle of work?</li> <li>• What impact can it have?</li> </ul>

		Join this course to learn about benchmarking and how it can support good decision making within your board.
<b>Understanding the Primary Curriculum</b>	Tue 11 Oct 19:00-20:00	<p>This training session will provide an overview for governors on:</p> <ul style="list-style-type: none"> <li>• The basic structure of primary schools</li> <li>• The requirements of the National Curriculum</li> <li>• The requirements of the Early Years Foundation Stage</li> <li>• Assessment opportunities across the school</li> <li>• Ofsted focus on the curriculum</li> </ul> <p>It is particularly targeted at new board members who do not have an educational background; terminology will be explained and there will be opportunities for regular questions.</p>
<b>Finance: budget construction and monitoring</b>	Wed 12 Oct 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"> <li>• Funding streams</li> <li>• Essential considerations when planning the budget</li> <li>• Benchmarking sources</li> <li>• Monitoring</li> <li>• The evaluation of spending to ensure pupil impact and value for money.</li> </ul>
<b>Holding the School to Account</b>	Mon 17 Oct 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"> <li>• The board's role: providing challenge and support</li> <li>• Monitoring key performance indicators: what and how?</li> <li>• Asking the right questions</li> <li>• Understanding the impact of the board</li> </ul>
<b>Early Years Governance</b>	Wed 19 Oct 19:00-20:30	<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"> <li>• The characteristics of effective teaching and learning in the early years</li> <li>• Areas of learning and development and their assessment</li> <li>• What good practice looks like in nursery and reception classes</li> <li>• The governors' role</li> </ul>
<b>Induction B</b>	Thu 20 Oct 19:00-20:30 <b>OR</b> Sat 03 Dec 09:30-11:00	<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. <b>To complete the training, Induction A and Induction B must be completed.</b></p> <p>Among other things, this course will look at:</p> <ul style="list-style-type: none"> <li>• The purpose of governance</li> <li>• The board's roles and responsibilities</li> <li>• Holding the school to account</li> <li>• The organisation of the board</li> </ul>
<b>Exclusion and Suspension: practice and procedure</b>	Tue 01 Nov 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>

<b>Understanding Personnel Matters</b>	Thu 03 Nov 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. 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><i>This course is relevant for all maintained boards although all schools are very welcome. We would recommend that the Chair and/or the Vice-Chair from each school attends this session.</i></p>
<b>The Safeguarding Lead Governor</b>	Mon 07 Nov 18:30-20:00	<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"> <li>• The role of the Designated Safeguarding Lead (DSL) and other roles in school</li> <li>• The LADO process</li> <li>• School record keeping and chronologies</li> <li>• Referral processes: what happens next?</li> <li>• The governor role</li> <li>• Current Oxfordshire safeguarding topics</li> </ul> <p><i>This is a <b>Level 3 Safeguarding course</b>- recommended for the safeguarding governor and other governors interested in this role. It should be updated at least every two years.</i></p>
<b>The Role of the Special Educational Needs and Disabilities (SEND) Governor</b>	Wed 09 Nov 19:00-21:00	<p>This course, delivered by OXSIT (Oxfordshire School Inclusion Team), is relevant for all SEN governors new to the role or wanting a refresher course. It will cover:</p> <ul style="list-style-type: none"> <li>• The legal requirements around SEND provision</li> <li>• The role of the SEN coordinator (SENCO)</li> <li>• Monitoring and evaluating SEN practice as governors</li> <li>• The inclusive curriculum</li> </ul>
<b>Preparing for Ofsted</b>	Tue 15 Nov 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>
<b>Wellbeing in Schools</b>	Thu 17 Nov	<p>This session will increase governor understanding around what is meant by wellbeing, it's impact within school settings and the actions governors can take to improve wellbeing within their own school communities.</p> <p><i>This training is recommended for all governors.</i></p>
<b>Safer Recruitment</b>	Tue 22 Nov 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.</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. <b>The training is valid for five years and attendees must join on time. They will be asked to complete a brief assessment after the session to receive the certificate.</b></i></p>

<b>Successful Chairing</b>	Thu 24 Nov 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.
<b>Governors and the Allegation Management Process</b>	Tue 29 Nov 18:30-20:00	This briefing session is recommended for all governors and trustees but is especially relevant for chairs of the board. The aims of the session are to: <ul style="list-style-type: none"> <li>• understand the allegations management process</li> <li>• upskill individuals in leading an investigatory process when allegations are made</li> </ul> It will cover: <ul style="list-style-type: none"> <li>• The threshold for allegations, including transferable risks</li> <li>• The expectations that are on the Chair to recognise and respond to allegations made against headteachers and other staff</li> </ul>
<b>Using External Performance Data: Primary</b>	Mon 05 Dec 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.
<b>Health and Safety: the role of the board</b>	Tue 06 Dec 19:00-20:30	This course will support governors in understanding the board's role in the health and safety of their school. It will cover: <ul style="list-style-type: none"> <li>• The legal duties of the board and the areas covered by this legislation</li> <li>• Policy and risk assessment requirements</li> <li>• The distinction between the leadership's role and the role of the board</li> <li>• Practical suggestions around monitoring this area</li> <li>• Signposting to available support</li> </ul>