

## Governor Services Clerking Training Programme Autumn 2023

We are delighted to be sharing our **training programme for clerks** for the Autumn term. This term training will continue to be offered remotely through Microsoft Teams, and pre-recorded virtual modules. **Bookings will open from Friday 01 September 2023.**

### 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 [clerking.service@Oxfordshire.gov.uk](mailto:clerking.service@Oxfordshire.gov.uk)

By phone on 03300 249046

*Both methods 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.*

If your school subscribes to Clerking Service 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 2023

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

Course	Date and Time	Course Information
<b>Clerks' Briefing</b>	Thursday 21 September 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.
<b>Safeguarding Children (Level 2)</b>	Tuesday 26 September 18:30 – 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.  This is a <b>Level 2 Safeguarding</b> course- recommended for all board members. It should be updated at least every three years.
<b>Induction for Clerks (2-part course)</b>	Tuesday 10 October 10:00-12:00 <b>and</b> Thursday 12 October 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.

<b>Holding the School to Account</b>	Wednesday 12 October 19:00 – 20:00	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: <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>The Complaints Process</b>	Monday 30 October 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>Effective Agenda &amp; Minute Writing</b>	Thursday 09 November 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.
<b>Preparing for Ofsted</b>	Wednesday 15 November 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, and specifically for the board as part of the school's leadership and management.
<b>An introduction to GovernorHub for Clerks</b>	Thursday 16 November 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.
<b>Suspension and Exclusion for Clerks</b>	Thursday 07 December 10:00-12:00	This course will support Clerks in understanding their role with Suspension and Exclusion panels.

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](mailto:clerking.service@Oxfordshire.gov.uk)

Phone: 03300 249046

Clerk to Governors Team Lead

Governor Services, Learning and School Improvement

Children, Education and Families, Oxfordshire County Council