

Supporting quality governance for all Oxfordshire schools

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 Friday 01 December 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 GovernorServices@Oxfordshire.gov.uk

This method will 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](#)

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.

Recordings

Training may be recorded.

Contact us

For **governance** queries

email: governorservices@oxfordshire.gov.uk

Phone: 0330 0249 046

For **clerking** queries email:

clerking.service@oxfordshire.gov.uk

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

Course	Date and Time	Course Information
Clerks' Briefing	Thursday 11 January 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.
Safeguarding Children	Tuesday 16 January 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. <i>This is a Level 2 Safeguarding course - recommended for all board members. It should be updated at least every three years.</i>
The Complaints Process	Thursday 18 January 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.
An introduction to GovernorHub for Clerks	Tuesday 23 January 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.
Clerks and Boards working together effectively	Thursday 08 February 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.
Suspension and Exclusion for Clerks	Thursday 22 February 10:00-12:00	This course will support Clerks in understanding their role with Suspension and Exclusion panels.

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<p>Holding the School to Account</p>	<p>Wednesday 07 February 19:00 – 20:00</p>	<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 <p>Understanding the impact of the board.</p>
<p>Effective Agenda and Minute Writing</p>	<p>Tuesday 27 February 10:00-11:30</p>	<p>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.</p>
<p>Governor Monitoring</p>	<p>Tuesday 05 March 19:00-20:00</p>	<p>Monitoring is an important aspect of the board's work, and this course will consider:</p> <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 <p>The need for a planned, strategic approach to governor monitoring</p>
<p>Induction for Clerks (2-part course)</p>	<p>Thursday 07 March 10:00-11:30 <i>and</i> Thursday 14 March 10:00-11:30</p>	<p>This 2-part course provides a comprehensive induction on the statutory role, duties, and responsibilities of the clerk.</p> <p>It is essential for all new clerks and is also a useful refresher for those involved in clerking for longer.</p>

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Headteacher Recruitment	Monday 11 March 19:00-20:00	This course will support governors with the multiple steps involved in the recruitment process by: <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
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