

Here is the summer term Governor Services training programme. For the first time we have amalgamated the clerks' training programme into this document. Those courses specifically aimed at clerking the governing board are highlighted in **yellow**

Course	Date and Time	Course Information
<a href="#"><u>Governor Induction A</u></a>	Thu 18 Apr 19:00-20:30  <i>Or</i> Wed 05 Jun 19:00-20:30	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>
<a href="#"><u>Governor Monitoring</u></a>	Wed 24 Apr 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>
<a href="#"><u>Practical Complaints</u></a>	Sat 27 Apr 09:30-11:30	In this practical session, governors will have the opportunity to consider a complaint through stage 2 of the complaints process. As a 'panel', they will consider the available evidence, the school's policies and Department for Education guidance in a safe environment, asking questions and discussing the process at each step.  <i>Governors should have completed <b>The Complaints Process</b> training before joining this session or have a good understanding of the DfE model procedures and guidance. Meeting rooms will be used during this session.</i>
<a href="#"><u>Finance: budget construction and monitoring</u></a>	Mon 29 Apr 19:00-20:30	This course will provide you with a sound introduction to school finances and budgeting, including information about: <ul style="list-style-type: none"> <li>• Funding streams</li> </ul>

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## Governor Services Training Programme

## Summer 2024

Course	Date and Time	Course Information
		<ul style="list-style-type: none"> <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>
<a href="#"><u>Safeguarding Children (Level 2)</u></a>	Tue 30 Apr 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 <b>Level 2 Safeguarding course</b>- recommended for all board members. It should be updated at least every three years.</i></p>
<a href="#"><u>Clerks and boards working effectively together</u></a>	Wed 01 May 10:00-11:30	<p>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.</p>
<a href="#"><u>Free Event: Armed Forces' Children: the board's role</u></a>	Wed 01 May 19:00-20:30	<p>Network Meeting facilitated by Matt Blyton, aiming to:</p> <ul style="list-style-type: none"> <li>• Provide an overview of the strengths that Service children bring to schools and the challenges they face</li> <li>• Discuss the Government's Service Pupil Premium funding</li> <li>• Raise governors' awareness of an evidence-based toolkit to support them and school leaders to evaluate their provision (Thriving Lives Toolkit)</li> <li>• Give updates on the current projects and plans for development work in 2023/24</li> <li>• Facilitate a forum for sharing good practice and exploring solutions to challenges.</li> </ul>
<a href="#"><u>Understanding the Primary Curriculum</u></a>	Thu 02 May 19:00-20:30	<p>This session will provide an overview for governors of:</p> <ul style="list-style-type: none"> <li>• The basic structure of primary schools</li> <li>• The requirements of the National Curriculum</li> </ul>

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Course	Date and Time	Course Information
		<ul style="list-style-type: none"> <li>The requirements of the Early Years Foundation Stage</li> <li>Assessment opportunities across the school</li> <li>The Ofsted focus on the curriculum</li> </ul> <p>It is particularly targeted at <b>new board members</b> who do not have an educational background; terminology will be explained and there will be opportunities for regular questions.</p>
<a href="#"><u>Introduction to GovernorHub for Clerks</u></a>	Tue 07 May 10:00-11:30	This course is aimed at 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.
<a href="#"><u>Inclusion: what does this mean for governors?</u></a>	Tue 07 May 19:00-20:00	<p>This 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"> <li>Some of the features of an inclusive school</li> <li>Which groups have protected characteristics</li> <li>The Board's responsibility for inclusion</li> <li>What information governors could monitor to support any board judgement about inclusion</li> <li>Where to go for support and further information</li> </ul>
<a href="#"><u>Successful Chairing</u></a>	Thu 09 May 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.
<a href="#"><u>Effective agenda and minute writing</u></a>	Tue 14 May 10:00-11:00	<p>This course explains how to write high quality minutes which are clear and concise, and reflect the three core functions of the governing board.</p> <p>Additional resources and activities will be available to clerks after the session.</p> <p><i>Aimed mainly at clerks, but also of use to those who clerk committees of the board</i></p>

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Course	Date and Time	Course Information
<a href="#"><u>Governor Induction B</u></a>	Tue 14 May 19:00-20:30  Or Wed 26 Jun 19:00-20:30	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 and Induction B follows on from Induction A.</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>
<a href="#"><u>Holding the School to Account</u></a>	Wed 15 May 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>
<a href="#"><u>Ofsted and Maintained Nursery Schools</u></a>	Thu 16 May 19:00-20:00	This course provides an overview of the latest Ofsted Education Inspection Framework aimed at the early years and maintained nursery schools.
<a href="#"><u>Understanding Personnel Matters</u></a>	Thu 23 May 19:00-20:30	This 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. You will have the opportunity to ask questions around managing other HR issues that may arise.

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Course	Date and Time	Course Information
		<b><i>This course is relevant for all maintained boards although all schools are very welcome. We would recommend that the Chair and the Vice-Chair from each school attend this session although it is relevant to all maintained school governors.</i></b>
<a href="#"><u>Preparing for Ofsted</u></a>	Mon 20 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.
<a href="#"><u>The Safeguarding Lead Governor</u></a>	Tue 21 May 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"> <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><b><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></b></p>
<a href="#"><u>Clerks' Briefing</u></a>	Tues 04 June 12:00-13:30	For those clerks not attending the in-person meeting on 31 <sup>st</sup> May. 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.

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Course	Date and Time	Course Information
<a href="#"><u>Governor Induction A</u></a>	Wed 05 Jun 19:00-20:30  Or Thu 18 Apr 19:00-20:30	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>
<a href="#"><u>Safer Recruitment</u></a>	Thu 06 Jun 18:00-21:00	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. <b>You will be asked to pass a brief assessment after the session to receive your certificate. The training is valid for five years and attendees must join on time.</b>  <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>
<a href="#"><u>The Complaints Process</u></a>	Sat 08 Jun 09:30-11:00	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.
<a href="#"><u>Exclusion and Suspension</u></a>	Mon 10 Jun 19:00-20:30	This course, delivered by the Education Inclusion 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. This course, while not about specific cases, will allow governors to better understand their role in the process.
<a href="#"><u>Governors and the Allegation</u></a>	Tue 11 Jun 18:30-20:00	This session is recommended for all governors and trustees but is especially relevant for chairs of the board. The aims of the session are to:

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<a href="#"><u>Management Process</u></a>		<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> <li>• It will cover:</li> <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>
<a href="#"><u>Early Years Governance</u></a>	Thu 13 Jun 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 learning 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>
<a href="#"><u>The Role of the Special Educational Needs and Disabilities (SEND) Governor</u></a>	Mon 17 Jun 19:00-20:30	<p>This course, delivered by OXSIT (Oxfordshire School Inclusion Team), is relevant for all SEND 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>
<a href="#"><u>The Appraisal Process</u></a>	Wed 19 Jun 19:00-20:30	<p>Governors will consider the importance of the annual performance management process for teachers and headteachers as a lever for improving the quality of education in schools. This session will consider the responsibilities of the board for:</p> <ul style="list-style-type: none"> <li>• Appointing a subgroup to conduct the head's annual appraisal including agreeing objectives, establishing success criteria, monitoring</li> </ul>

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		<p>progress and assessing the head's performance against those objectives</p> <ul style="list-style-type: none"> <li>• Obtaining professional advice from and external adviser</li> <li>• Ensuring the head conducts an effective appraisal process for staff</li> <li>• Relating staff pay decisions to performance</li> </ul> <p><i>This course is recommended for all governors involved in appraisal of the headteacher or executive leader.</i></p>
<a href="#"><u>Effective Use of the Pupil Premium Grant</u></a>	Tue 25 Jun 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.</p> <p>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>
<a href="#"><u>Governor Induction B</u></a>	Wed 26 Jun 19:00-20:30  Or Tue 14 May 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. <b>To complete the training, Induction A and Induction B must be completed and Induction B follows on from Induction A.</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>
<a href="#"><u>Suspensions and exclusions for clerks</u></a>	Thurs 11 July 10:00- 11:30	This course will support Clerks in understanding their role with Suspension and Exclusion panels.

### How to Book

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 [GovernorTraining@Oxfordshire.gov.uk](mailto:GovernorTraining@Oxfordshire.gov.uk)

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This *method* 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 your GovernorHub profile 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.

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