

Governor Services

Training Programme

Autumn Term 2024

Here is the autumn term Governor Services training programme.

Those courses specifically aimed at governance professionals and clerks will be added once the dates are confirmed and will be highlighted in **yellow**.

Course	Date and Time	Course Information
<u>Safeguarding Children Level 2</u>	Thu 19 Sep 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 Level 2 Safeguarding course - recommended for all board members. It should be updated at least every three years.</i></p>
<u>The Special Educational Needs and Disabilities (SEND) Lead Governor</u>	Mon 23 Sep 19:00-20:30	<p>This course, delivered by the Oxfordshire School Inclusion Team (OXSiT), is relevant for all SEND governors new to the role or wanting a refresher course.</p> <p>It will cover:</p> <ul style="list-style-type: none">• The legal requirements around SEND provision• The role of the SEN coordinator (SENCO)• Monitoring and evaluating SEN practice as governors• The inclusive curriculum
<u>Induction Part 1- Schools, Governors and Boards</u>	Tue 24 Sep 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.</p> <p><i>To complete the induction training, Part 1 and Part 2 must be completed.</i></p> <p>Among other things, this course will add to your knowledge and confidence about:</p> <ul style="list-style-type: none">• The types of school you may govern• The types of governors on your board• Who sits around your board table• How governance works in practice. <p><i>Please note: this course was previously known as Induction B.</i></p>
<u>The Complaints Process</u>	Wed 25 Sep 19:00-20:30	<p>Having governors on a board with an awareness of the complaints policy can ensure 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.</p> <p><i>To complement this course, Practical Complaints lets you apply your knowledge and understanding as you complete the</i></p>

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		<i>governor stage of a complaint in a safe and supportive environment.</i>
<u>The Appraisal Process</u>	Thu 26 Sep 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.</p> <p>This session will consider the responsibilities of:</p> <ul style="list-style-type: none">• The board as a whole• The Appraisal panel or subgroup <p>It will also consider some of the practical aspects of the headteacher appraisal process.</p> <p><i>This course is recommended for all governors involved in appraisal of the headteacher or executive leader.</i></p>
<u>Induction Part 2- The Strategic Role</u>	Tue 01 Oct 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.</p> <p><i>To complete the training, Induction A and Induction B must be completed.</i></p> <p>Among other things, this course will add to your knowledge and confidence about:</p> <ul style="list-style-type: none">• The purpose of the board• The core functions of the board• Working strategically• The school improvement cycle. <p><i>Please note, this course was previously known at Induction A</i></p>
<u>Health and Safety: the board's role</u>	Thu 03 Oct 19:00-20:30	<p>This course will support governors in understanding the board's role in the health and safety of their school.</p> <p>It will consider:</p> <ul style="list-style-type: none">• The legal duties of the board and the areas covered by this legislation• Policy and risk assessment requirements• The distinction between the leadership's role and the role of the board• Practical suggestions around monitoring this area• Signposting to available support.
<u>Governor Monitoring</u>	Mon 07 Oct 19:00-20:00	<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• The need for a planned, strategic approach to governor monitoring.

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<u>Early Years Finance</u>	Tue 08 Oct 19:00-20:00	<p>This session will:</p> <ul style="list-style-type: none">• Introduce governors to Early Years (EY) finance and develop their understanding of EY funding• Cover sources of funding and what influences it• Consider the role of governors in the effective allocation and use of funding. <p><i>This session is aimed at governors of maintained nursery and primary schools.</i></p>
<u>Early Years Governance</u>	Tue 15 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">• The characteristics of effective teaching and learning in the early years• Areas of learning and development and their assessment• What good practice looks like in nursery and reception classes• The governors' role.
<u>Finance: budget construction and monitoring</u>	Thu 17 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">• Funding streams• Essential considerations when planning the budget• Benchmarking sources• Monitoring• The evaluation of spending to ensure pupil impact and value for money.
<u>Successful Chairing</u>	Mon 21 Oct 19:00-20:30	<p>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.</p> <p><i>This course is also useful for those who chair committees or who are interested in a chairing role in school governance.</i></p>
<u>Practical Complaints</u>	Wed 06 Nov 18:30-20:30	<p>In this practical session, governors will have the opportunity to consider a complaint through Stage 2 of the complaints process.</p> <p>As a 'panel', you 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.</p> <p><i>Governors should have completed The Complaints Process training before joining this session or have a good</i></p>

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		<i>understanding of the DfE model procedures and guidance. Meeting rooms will be used during this session.</i>
<u>Understanding the Primary Curriculum</u>	Sat 09 Nov 09:30-11:00	<p>This session will provide an overview for governors of:</p> <ul style="list-style-type: none">• The basic structure of primary schools• The requirements of the national curriculum• The requirements of the Early Years Foundation Stage• Assessment opportunities across the school• The Ofsted focus on the curriculum. <p><i>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.</i></p>
<u>Inclusion: what does this mean for governors?</u>	Mon 11 Nov 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">• Some of the features of an inclusive school• Which groups have protected characteristics in relation to inclusion in schools• The board's responsibility for inclusion• What information could be monitored to support any board judgement about inclusion• Where to go for support and further information
<u>Safeguarding in Early Years Foundation Stage</u>	Tue 12 Nov 19:00-20:00	<p>This session is for governors who have reception or nursery aged children, whether you are from a primary school or a maintained nursery school.</p> <p>It will build on governors' knowledge of safeguarding, placing this firmly in the context of safeguarding our youngest children.</p> <p><i>This session would be particularly useful for the Safeguarding Lead governor and the Early Years Foundation Stage governor.</i></p>
<u>Induction Part 1- Schools, Governors and boards</u>	Thu 14 Nov 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.</p> <p><i>To complete the induction training, Part 1 and Part 2 must be completed.</i></p> <p>Among other things, this course will add to your knowledge and confidence about:</p> <ul style="list-style-type: none">• The types of school you may govern• The types of governors on your board• Who sits around your board table• How governance works in practice.

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		<i>Please note: this course was previously known as Induction B.</i>
<u>The Appraisal Process</u>	Tue 19 Nov 19:00-20:30	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: <ul style="list-style-type: none">• The board as a whole• The Appraisal panel or subgroup It will also consider some of the practical aspects of the headteacher appraisal process. <i>This course is recommended for all governors involved in appraisal of the headteacher or executive leader.</i>
<u>The Safeguarding Lead Governor Level 3</u>	Thu 21 Nov 18:30-20:30	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) in school• The LADO process• School record keeping and chronologies• Referral processes: what happens next?• The governor role• Current Oxfordshire safeguarding topics <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>
<u>Understanding External Performance Data: Primary Schools</u>	Mon 25 Nov 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 and will consider how these can be used by the board to promote challenge and to recognise successes in pupil outcomes in primary schools .
<u>Preparing for Ofsted</u>	Wed 27 Nov 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.
<u>Exclusions and Suspensions: information for</u>	Thu 28 Nov 19:00-20:30	This course, delivered by the Exclusion Reintegration Team, is useful for all governors. It aims to:

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<u>governing boards</u>		<ul style="list-style-type: none">• Consider the role of the board in relation to pupil suspensions and exclusions• Clarify the Department for Education's latest guidance on this topic• Explore the importance of governor rigour in considering exclusions at the governor panel stage with the ultimate aim of ensuring robust and fair processes are in place. <p>This course, while not about specific cases, will allow governors to better understand their role in the early part of the process and consider how this may inform a later independent review of the board's decision.</p>
<u>Holding the School to Account</u>	Tue 03 Dec 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">• The board's role: providing challenge and support• Monitoring key performance indicators: what and how?• Asking the right questions• Understanding the impact of the board.
<u>Induction Part 2- The Strategic Role</u>	Thu 05 Dec 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.</p> <p><i>To complete the training, Induction A and Induction B must be completed.</i></p> <p>Among other things, this course will add to your knowledge and confidence about:</p> <ul style="list-style-type: none">• The purpose of the board• The core functions of the board• Working strategically• The school improvement cycle. <p><i>Please note, this course was previously known at Induction A</i></p>
<u>Safer Recruitment</u>	Tue 10 Dec 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.</p>

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		<p>It covers all aspects of the recruitment process and is run by the Education Safeguarding Advisory Team. Due to the nature of this course, it contains upsetting information and firmly places safer recruitment in the context of the safeguarding of children.</p> <p><i>The training is valid for five years from completion and attendees must join the training promptly. Attendees will be asked to complete a brief assessment after the session to receive the certificate.</i></p>

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