



Welcome to our governance news update

Hello and welcome to this week's newsletter.
This is our final newsletter for this academic year.



Tim Brock
Lead Officer for
Governance



Helen Tate
Governor Support
Officer



Ruth Pangu
Clerk to Governors
Team Lead

Contact us

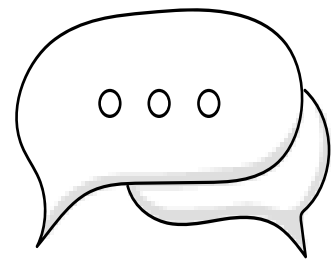
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DfE and national updates

National Governance Association (NGA) report “Growing Good Governance”

The NGA has published a new report regarding the state of governance practice based on an analysis of external reviews of governance (ERG). The report indicates current effective and improving practice with an emphasis on moving forward with proactive and strategic governance and the essential role of skilled professionals on boards.

[External reviews: growing good governance | National Governance Association \(nga.org.uk\)](https://www.nga.org.uk)

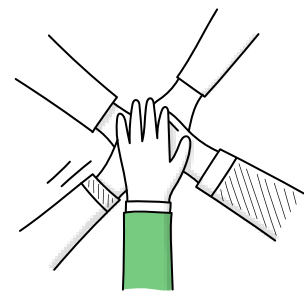


Oxfordshire updates

The Annual Schedule of Governing Board Business 2024-25

The Annual Schedule of Governing Board Business for the next academic year is now available on the link below. We hope you find this useful for planning your governing board business in the next academic year.

[Governor Services | Oxfordshire Schools](#)



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An Article from the Climate Action Team

Is your Primary School a champion of environmental sustainability? If so, then nominate your school for the [Oxford Mail's Climate Awards 2024](#). This award celebrates businesses, organisations and schools that are leading the way and go above and beyond to champion environmental sustainability.

The new **Energy Saver App**, supported by Oxfordshire County Council and powered by Metis, is sponsoring the category of "Sustainable Primary School of the Year" in the Oxford Mail's Climate Awards. This is a fantastic opportunity for your school to be recognised for your work on sustainability and be in with a chance to win the top prize of free solar panels for your school thanks to our partners, [SMS](#). The 5 runners up will win their [Energy in Schools Package!](#)

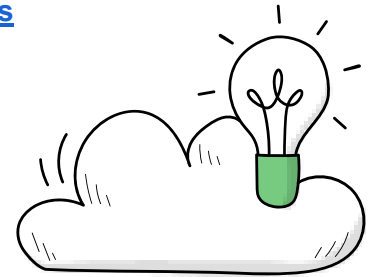
We would encourage you to nominate your school and show off how you are working towards environmental sustainability! All Oxfordshire primary schools are eligible to take part. The awards will culminate in a special awards night in Oxford Town Hall later this year.

A little about the Energy Saver App:

This new, innovative app uses smart technology to help households understand their energy consumption and provides actionable, personalised tips to help residents save money on their energy bills. The app is free to download and is only available to Oxfordshire residents with smart meters. Later in the year, a cross section of app users will be invited to trial energy-saving measures, such as solar panels or air source heat pumps, at no upfront cost, on tariffs not currently available on the market.

You can register your interest to download the free Energy Saver App now on our website: www.energysaverapp.com and start saving on your energy bills.

We would love it if you could share this app with the children and parents as app users could be saving on average up to £200 on their energy bills. If you would like leaflets or business cards that can be put



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up around school or go home with the children, then please do get in touch via email at retrofit@oxfordshire.gov.uk

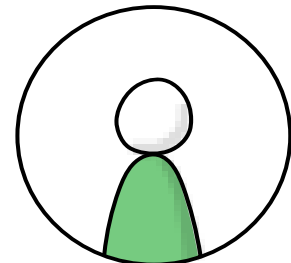
Clerks to Governors recruitment

The Clerking Service is continuing the recruitment drive to onboard new clerks to meet demand from school governing boards across Oxfordshire. Please ask your schools to support this drive by promoting the vacancy on the Oxfordshire County Council jobs page at [Clerk to Governing Board - OCC614079 Job Details | Shared Services Partnership \(newjob.org.uk\)](#) to staff and parents as it is a flexible position that can easily fit around other commitments. This link is likely to close shortly due to EPS (Education Personnel Services) replacing the jobs board with a new recruitment system. However, for an informal chat, the Clerk to Governors Team Lead can be contacted at Ruth.Pangu@Oxfordshire.gov.uk Thank you.



Headteacher Appraisals 2024-25

Maintained school boards appraise their headteacher in the Autumn term. For more information, including the external adviser service available from the OCC School Improvement Team, please go to [Headteacher Appraisals 2024-25](#)



Training sessions on The Appraisal Process will be held on 26th September 2024 and 19th November 2024 as part of the Governor Services training programme. [Book here](#)

If your school subscribes to the Governor Services training package, there will be no additional charge. All other bookings will be charged on a [pay as you use](#) basis.

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Governor Services Training

Autumn term training programme

The Governor Services training programme for Autumn Term 2024 has been finalised and is now available to book on [GovernorHub](#).

A course list is provided at the end of this newsletter. More information on the training programme can be found [here](#).

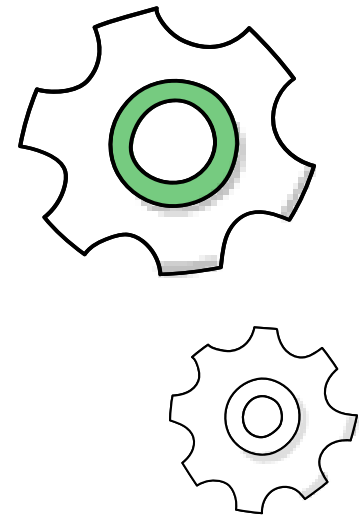
Training can be booked directly through [GovernorHub](#) for all maintained schools in Oxfordshire. Log into your account and click on the 'Oxfordshire Governor Services Training' tab. If your school subscribes to the Governor Services training package, there will be no additional charge. All other bookings will be charged on a [pay as you use](#) basis.

For schools with no access to GovernorHub, bookings can be made by email to governortraining@oxfordshire.gov.uk. You must provide a **name** and **email address** and **school** so that we can add your booking to our system and send you the joining link.

Charging for training

Please do check whether your board has subscribed to the Governor Services training package **before booking**. Governors at schools that subscribe can register for as much training as you like at no additional cost. For governors at schools that do not currently subscribe, there is a charge to attend and schools will be invoiced after the event. Please see the [Pay as You Go rates](#)

Any free briefings or events are clearly indicated.



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...for everything you do for children in Oxfordshire

On behalf of Oxfordshire County Council, thank you. We hope you have a sunny and peaceful summer.

Governor Services will be working throughout the holiday should you need us, and we look forward to supporting you during the next academic year.

With very best wishes from

The Oxfordshire Governor Services Team - Tim, Helen and Ruth

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Governor Services Autumn Term 2024 Training Programme

NB Courses listed in Alphabetical order. Training programme starts on Thursday 19th September 2024 with Safeguarding Children Level 2.

If you wish to subscribe, it's not too late!

Please contact us <mailto:governorservices@oxfordshire.gov.uk>

Early Years Governance

This training, delivered by the Early Years Team, will highlight the distinct nature of this important part of our schools, and will look at:

- 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

Sessions

Date	Start	End	Code	Venue
Tue, 15 Oct 2024	19:00	20:30	EYGOV241015	MS Teams

Exclusions and Suspensions: information for governing boards

This course, delivered by the Exclusion Reintegration Team, is useful for all governors. It aims to:

- 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.

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.

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Sessions

Date	Start	End	Code	Venue
Thu, 28 Nov 2024	19:00	20:30	EXC241128	MS Teams

Finance: school budget construction and monitoring

This course will provide you with a sound introduction to school finances and budgeting, including information about:

- Funding streams
- Essential considerations when planning the budget
- Benchmarking sources
- Monitoring
- The evaluation of spending to ensure pupil impact and value for money.

Sessions

Date	Start	End	Code	Venue
Thu, 17 Oct 2024	19:00	20:30	FIN241017	MS Teams
Thu, 17 Oct 2024	19:00	20:30	FIN241017	MS Teams

Governor Monitoring

Monitoring is an important aspect of the board's work and this course will consider:

- 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.

Sessions

Date	Start	End	Code	Venue
Mon, 7 Oct 2024	19:00	20:00	MON241007	MS Teams

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Health and Safety: the role of the board

This course will support governors in understanding the board's role in the health and safety of their school. It will consider 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 and signposting to available support.

Sessions

Date	Start	End	Code	Venue
Thu, 3 Oct 2024	19:00	20:30	H&S241003	MS Teams

Holding the School To Account

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:

- 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

Sessions

Date	Start	End	Code	Venue
Tue, 3 Dec 2024	19:00	20:00	HOL241203	MS Teams

Inclusion: what does this mean for governors?

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This training 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.

The training will help governors to understand:

- 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

Sessions

Date	Start	End	Code	Venue
Mon, 11 Nov 2024	19:00	20:00	INC241111	MS Teams

Induction Part 1 - Schools, Governors and Boards

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. To complete the induction training, Part 1 and Part 2 must be completed.

Among other things, this course will add to your knowledge and confidence about:

- 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

Please note: this course was previously known as Induction B.

Sessions

Date	Start	End	Code	Venue
Tue, 24 Sep 2024	19:00	20:30	INDP1240924	MS Teams
Thu, 14 Nov 2024	19:00	20:30	INDP1241114	MS Teams

Induction Part 2 - The Strategic Role

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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. To complete the training, Induction A and Induction B must be completed.

Among other things, this course will add to your knowledge and confidence about:

- The purpose of the board
- The core functions of the board
- Working strategically
- The school improvement cycle

Please note, this course was previously known at Induction A

Sessions

Date	Start	End	Code	Venue
Tue, 1 Oct 2024	19:00	20:30	INDP2241001	MS Teams
Thu, 5 Dec 2024	19:00	20:30	INDP2241205	MS Teams

Practical Complaints

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.

Governors should have completed The Complaints Process 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.

Sessions

Date	Start	End	Code	Venue
Wed, 6 Nov 2024	18:30	20:30	PRAC241106	MS Teams

Preparing for Ofsted

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.

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Sessions

Date	Start	End	Code	Venue
Wed, 27 Nov 2024	19:00	20:30	OFST241127	MS Teams

Safeguarding Children Level 2 (Presented by OCC Children, Education and Families Directorate) Recommendation to renew at least every 3 years

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.

Sessions

Date	Start	End	Code	Venue
Thu, 19 Sep 2024	18:30	20:30	SCL2240919	MS Teams

Safer Recruitment (delivered by Oxfordshire County Council Education Safeguarding Advisory Team- valid for 5 years from date)

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.

Due to the nature of this course, it contains upsetting information and firmly places safer recruitment in the context of the safeguarding of children. 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.

Sessions

Date	Start	End	Code	Venue
Tue, 10 Dec 2024	18:00	21:00	SAFR241210	MS Teams

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Successful Chairing

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.

Sessions

Date	Start	End	Code	Venue
Mon, 21 Oct 2024	19:00	20:30	CHA241021	MS Teams

The Appraisal Process

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 governing boards for:

- Appointing a panel which conducts the headteacher's annual appraisal – agreeing performance objectives, monitoring progress during the year, and assessing the head's performance against those objectives
- Obtaining advice from an external professional adviser
- Ensuring that the headteacher conducts an effective performance appraisal process for teaching staff
- Relating staff pay decisions to performance.

This course is particularly recommended for all governors involved in appraisal of the headteacher.

Sessions

Date	Start	End	Code	Venue
Thu, 26 Sep 2024	19:00	20:30	APP240926	MS Teams
Tue, 19 Nov 2024	19:00	20:30	APP241119	MS Teams

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The Complaints Process

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.

Sessions

Date	Start	End	Code	Venue
Wed, 25 Sep 2024	19:00	20:30	COM240926	MS Teams

The Role of the SEND Governor

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:

- The legal requirements around SEND provision
- The role of the SEN coordinator (SENCO)
- Monitoring and evaluating SEN practice as governors
- The inclusive curriculum

Sessions

Date	Start	End	Code	Venue
Mon, 23 Sep 2024	19:00	20:30	SEN240923	MS Teams

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The Safeguarding Lead Governor (Level 3 Safeguarding delivered by the OCC ESAT team)

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:

- The role of the Designated Safeguarding Lead (DSL) and other roles in school
- The LADO process
- School record keeping and chronologies
- Referral processes: what happens next?
- The governor role
- Current Oxfordshire safeguarding topics

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.

Sessions

Date	Start	End	Code	Venue
Thu, 21 Nov 2024	18:30	20:30	SLG241121	MS Teams

Understanding External Performance Data: PRIMARY

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.

Sessions

Date	Start	End	Code	Venue
Mon, 25 Nov 2024	19:00	20:30	EXTPD241125	MS Teams

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Understanding the Primary Curriculum

This training session will provide an overview for governors on:

- 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
- Ofsted focus on the curriculum

It is particularly targeted at board members who do not have an educational background so terminology will be explained and there will be opportunities for regular questions.

Sessions

Date	Start	End	Code	Venue
Sat, 9 Nov 2024	9:30	11:00	PRICUR24110	MS Teams

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