

Governor Services Clerking Training Programme Autumn 2024

We are delighted to be sharing our **training programme for governance professionals** for the autumn term. This term training will continue to be offered remotely through Microsoft Teams, and pre-recorded virtual modules. **Bookings are now open.**

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 governance professionals without access to these pages, bookings can be made:

By email to GovernorTraining@Oxfordshire.gov.uk

Both of these methods 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.

Remote Training Programme Autumn 2024

Courses shaded **blue** are available for governance professionals and governors.

Contact us

For **governance** queries
email: governorservices@oxfordshire.gov.uk
Phone: 0330 0249 046
For **clerking** queries
email: clerking.service@oxfordshire.gov.uk

Course	Date and Time	Course Information
Governance Professionals' Briefing	Thursday 19 September 10:00-11:30	Essential for all governance professionals to keep them up to date with any new or changing national governance legislation or advice, and relevant Oxfordshire County Council news.
Induction for new governance professionals (2-part course)	Tuesday 24 September 12:30-2:00 <i>and</i> Thursday 26 September 12:30-1:30	This 2-part course provides a comprehensive induction on the statutory role, duties, and responsibilities of the governance professional. It is essential for all new governance professionals to enable them to work efficiently and confidently with their governing boards and to contribute to the board's effectiveness.
An introduction to GovernorHub for governance professionals	Tuesday 1 October 12:00-1:30	This course introduces governance professionals to the basics of using GovernorHub to update membership, communicate with their boards, store documents, download reports and set up committees.
Effective Agenda and Minute Writing	Wednesday 2 October 12:00 – 1:30	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.
Governance Professionals and Boards working together effectively	Monday 7 October 12:00-1:30	This course looks at effective strategies for the governance professional to support the governing board fulfil its 3 key roles and flag up the latest national and local guidance.

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Suspension and Exclusion for governance professionals	Tuesday 5 November 10:00-12:00	This course will support governance professionals in understanding their role with Suspension and Exclusion panels.
The Complaints Process	Wednesday 25 September 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.
The Appraisal Process	Thursday 26 September 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 governing boards for:</p> <ul style="list-style-type: none"> • 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. <p>This course is particularly recommended for all governors involved in appraisal of the headteacher.</p>
Early Years Governance	Tuesday 15 October 19:00-20:30	This training, delivered by the Early Years Team, will highlight the distinct nature of this important part of our schools, and will look at:

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		<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
Preparing for Ofsted	Wednesday 27 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 as a whole, and specifically for the board as part of the school's leadership and management.
Holding the School to Account	Tuesday 3 December 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

The training in white is specifically for clerks. The training in blue is aimed at Governors, but clerks may wish to attend. There are currently no charges for clerks of maintained school boards or Oxfordshire County Council Clerking Service clerks to attend the white training courses. **Otherwise charges may apply – please enquire if unsure.**

We look forward to welcoming you to our training this term. If you have any questions, please contact the Clerking Service as below.

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When charges apply for Oxfordshire Clerks'/Governance Professionals' training [2024/2025](#):

	OCC Clerking Service Clerk in any school	Oxfordshire Maintained school		Oxfordshire Academy	
		School subscribes to OCC Governors Training package	School does NOT subscribe to Governors Training	School subscribes to OCC Governors Training package	School does NOT subscribe to Governors Training
Clerks' (white) training	Free	Free		Payable*	
Governors' (blue) training	Free	Free	Payable*	Free	Payable*

*If a Governance Professional is entitled to free training for a school board they support, then no charge is payable for the same type of training in respect of any other Oxfordshire school they support either.

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