

We are pleased to be sharing our training programme for governance professionals for the spring term. This term training will continue to be offered remotely through Microsoft Teams, and pre-recorded virtual modules.

Booking Remote Training

Training can be booked by using the **Oxfordshire Governor Services link** on **GovernorHub** <https://governorhub.com> and then by clicking 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.

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.

For any queries, please contact Clerking.Service@Oxfordshire.gov.uk

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
<u>Induction for new governance professionals</u> (2-part course) Part One Part Two	Wednesday 8 January 11:30-1:00 <i>and</i> Wednesday 15 January 11:30-12:30	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.
<u>An introduction to GovernorHub for governance professionals</u>	Thursday 16 January 11:30-1:00	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.
<u>Governance Professionals' Briefing</u>	Tuesday 21 January 12:00-1:30	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.
<u>Effective Agenda and Minute Writing</u>	Tuesday 28 January 10:00 – 11:30	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.
<u>Governance Professionals and Boards working together effectively</u>	Tuesday 4 February 10:00-11:30	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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<p><u>The Complaints Process for governance professionals</u></p>	<p>Thursday 27 February 10:00-12:00</p>	<p>This course provides an overview of the complaints' legislation, statutory guidance and process. It provides an understanding of the role of the clerk and panel and enables you to co-ordinate a panel hearing in a fair and non-adversarial way.</p>
<p><u>Exclusions and Suspensions: information for governing boards</u></p>	<p>Wednesday 2 April 19:00-20:30</p>	<p>This course, delivered by the Exclusion Reintegration Team, is useful for all governors.</p> <p>It aims to:</p> <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>

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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