

We are pleased to be sharing our training programme for governance professionals for the summer term. This term training will continue to be offered remotely through Microsoft Teams.

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.

Oxfordshire Maintained Schools

Training Type	OCC Clerking Service clerk in any school	School Does NOT Subscribe to Governors Training	OCC Clerking Service Clerk in any school
Clerks' Training	Free	Free	Free
Governors' Training	Free	Payable*	Free

Oxfordshire Academies

Training Type	OCC Clerking Service clerk in any school	School Does NOT Subscribe to Governors Training	OCC Clerking Service Clerk in any school
Clerks' Training	Free	Payable*	Free
Governors' Training	Free	Payable*	Free

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 for any other Oxfordshire school they support. 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>Effective Agenda and Minutes Writing</u>	Friday 25 April 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.
(2-part course) Part A <u>Induction for Governance Professionals A</u> Part B <u>Induction for Governance Professionals B</u>	Tuesday 29 April 12:00-2:00 and Wednesday 30 April 12:00-2:00	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>Introduction to GovernorHub for Governance Professionals</u>	Tuesday 6 May 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.
<u>Governance Professionals' Briefing</u>	Thursday 8 May 3:30-5:00	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>Governance Professionals and Boards Working Together</u>	Thursday 15 May 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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<u>Suspensions and Exclusions for Governance Professionals</u>	Tuesday 20 May 10:30-12:30	This course provides an overview of the suspension and exclusion legislation, statutory guidance and process. It provides an understanding of the role of the governance professional and will enable you to co-ordinate a panel hearing in a fair and transparent way.
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This training is specifically for governance professionals. There are currently no charges for governance professionals of maintained school boards or Oxfordshire County Council Clerking Service governance professionals to attend these training courses. **For others, 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 from 14th April.

Email: Clerking.Service@Oxfordshire.gov.uk

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