

We are pleased 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.

Booking Remote Training

Training can be booked by using the **Oxfordshire Governor Services** link on **GovernorHub** [here](#).

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 address so the booking can be added to our online system and the joining link sent to you.

Charges for Governance Professionals' (Clerks') training apply where schools have not signed up for the OCC Governor Training Package. For 2025/2026 these charges are:

£586 for all training (or £160 for individual training courses)

£250 for induction training only

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

Email: 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

Training for Governance Professionals

Autumn 2025

Course	Date and Time	Course Information
<u>(2-part course)</u> <u>Induction for Governance Professionals Part A</u> <u>Induction for Governance Professionals Part B</u>	Friday 12 September 11:00-1:00 and Monday 15 September 11:00-12:30	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>Governance Professionals and Boards Working Together Effectively</u>	Wednesday 17 September 11:00-12:30	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.
<u>Effective Agenda and Minute Writing</u>	Friday 19 September 11:00 – 12:30	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' Briefing</u>	Tuesday 23 September 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>Introduction to GovernorHub for Governance Professionals</u>	Monday 29 September 11:00-12:30	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.

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<u>The Complaints Process for Governance Professionals</u>	Thursday 20 November 10:30-12:30	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.
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