

We are pleased to be sharing our training programme for governance professionals (clerks) for the autumn term. This 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.

Charges for Governance Professionals' (Clerks') training apply where schools have not signed up for the OCC Governor Training Package. For 2026/2027 these charges are;

£600 for all training (or £160 for individual training courses)

£280 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 2026

Course	Date and Time	Course Information
(2-part course) <u>Induction for Governance Professionals Part A 2026</u> <u>Induction for Governance Professionals Part B 2026</u>	Thursday 3 September 12:00-14:00 and Friday 4 September 12:00-13:30	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 2026</u>	Wednesday 23 September 12:00-13:30	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 2026</u>	Wednesday 9 September 12:00 – 13:30	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 29 September 12:00-13:30	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>Introduction to GovernorHub for Governance Professionals 2026</u>	Thursday 10 September 12:00-13:30	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.

Contact us

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<u>The Complaints Process for Governance Professionals</u>	Monday 30 November 13:00-15:00	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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