Governor Services

OXFORDSHIRE COUNTY COUNCIL

Training Programme

Spring 2027

Here is the **Spring Term 2027** Governor Services training programme.
For descriptions of the **pathways**, and a summary of which courses fall into which pathway, please look to the end of the document.

NOTE: If your school subscribes to the governor training package, ***any governor from your board may attend any of the sessions without any additional charge***. If your school **does not** subscribe, we offer a pay as you use service and more information can be found here: Governor training | Oxfordshire Schools.

Course and booking link	Date and Time	Pathway	Brief outline of course
Governor Monitoring **Book here**	Wed 06 Jan 19:00-20:15	Explore	Monitoring is an important aspect of the board's work, and this course will consider: • The purpose of monitoring in the work of the board • The range and usefulness of monitoring evidence available to boards • The need for a planned, strategic approach to governor monitoring.
The role of the Special Educational Needs and Disabilities (SEND) Lead Governor **Book here**	Mon 11 Jan 19:00-20:30	Develop	This course, delivered by the Oxfordshire School Inclusion Team (OXSIT), is relevant for all SEND governors new to the role or wanting a refresher course. It will cover: • The legal requirements around SEND provision • The role of the SEN coordinator (SENCO) • Monitoring and evaluating SEN practice as governors • The inclusive curriculum

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Induction Part 1 **Book here**	Tue 12 Jan 19:00-20:30	Explore	This course is essential for all new governors and is also a great refresher course for those who have been involved in governance for longer. *To complete the induction training, Part 1 and Part 2 must be completed.* Among other things, this course will add to your knowledge and confidence about: • The types of school you may govern • The types of governors on your board • Who sits around your board table • How governance works in practice.
Safeguarding Children Level 2 **Book here**	Thu 14 Jan 18:30-20:30	Explore	This course, delivered by the Education Safeguarding Advisory Team, provides governors with an explanation of their safeguarding duties, summarises the latest statutory requirements and supports the promotion and monitoring of safeguarding in schools. *This is a **Level 2 Safeguarding course**- recommended for all board members. It should be updated at least every three years.*
FREE Understanding External Performance Data for Primary Schools **Book here**	Tue 19 Jan 19:00-20:30	Develop	Governors need to understand the **external performance data** provided by the DfE. This course will look at the main data sources and will consider how these can be used by the board to promote challenge and to recognise successes in pupil outcomes in **primary schools**.

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Preparing for Ofsted **Book here**	Wed 20 Jan 19:00-20:30	Explore	This course provides an overview of the renewed 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 governance.
The Safeguarding Lead Governor Level 3 **Book here**	Mon 25 Jan 18:30-20:30	Develop	The safeguarding governor needs to have a good awareness of the safeguarding systems in school and in the wider community if they are to monitor this area effectively for the board. This training session, delivered by the Education Safeguarding Advisory team, will consider: • The role of the Designated Safeguarding Lead (DSL) in school • The LADO process • School record keeping and chronologies • Referral processes: what happens next? • The governor role • Current Oxfordshire safeguarding topics *This is a Level 3 Safeguarding course- recommended for the safeguarding governor and other governors interested in this role. It should be updated at least every two years.*

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Course and booking link	Date and Time	Pathway	Brief outline of course
FREE An Introduction to SEND **Book here**	Wed 27 Jan 19:00-20:15	Explore	This session introduces governors to their responsibilities for special educational needs and disabilities (SEND) and considers: • The legal duties • Strategic oversight and assurance • Challenge • Championing inclusion It frames SEND as a rising-demand system issue, with national and Oxfordshire data showing growing need particularly in primary schools for speech, language and communication support. It connects SEND reform to practical governance: understanding provision, scrutinising data and spending, asking the right questions and ensuring inclusive support.
FREE Governor Briefing 3 **Book here**	Mon 01 Feb 18:00-19:00	Lead	The Governor Services' briefings are for all governors. Topics will be governor specific and there will be input from other teams and services who support our schools. This hour-long session is free to attend but please do register so that you can be provided with the Teams link.
Induction Part 2 **Book here**	Tue 02 Feb 19:00-20:30	Explore	This course is essential for all new governors and is also a great refresher course for those who have been involved in governance for longer. *To complete the training, Induction A and Induction B must be completed.* Among other things, this course will add to your knowledge and confidence about: • The purpose of the board

Course and booking link	Date and Time	Pathway	Brief outline of course
			• The core functions of the board • Working strategically • The school improvement cycle.
Finance: budget construction and monitoring **Book here**	Wed 03 Feb 19:00-20:30	Explore	This course will provide you with a sound introduction to school finances and budgeting including information about: • Funding streams • Essential considerations when planning the budget • Benchmarking sources • Monitoring • The evaluation of spending to ensure pupil impact and value for money.
Health and Safety: the role of the board **Book here**	Mon 08 Feb 19:00-20:30	Explore	This course will support governors in understanding the board's role in the health and safety of their school. It will consider the legal duties of the board and the areas covered by this legislation; policy and risk assessment requirements; the distinction between the leadership's role and the role of the board; practical suggestions around monitoring this area and signposting to available support.
Safer Recruitment **Book here**	Wed 10 Feb 18:00-21:00	Lead	This course provides training for governors if they wish to be involved in school recruitment or want to know more about recruiting in terms of the safeguarding of children.

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			It covers all aspects of the recruitment process and is run by the Education Safeguarding Advisory Team. Due to the nature of this course, it contains upsetting information and firmly places safer recruitment in the context of the safeguarding of children. *The training is valid for **five years** from completion and attendees **must join the training promptly**. Attendees will be asked to **complete a brief assessment** after the session to receive the certificate.*
Early Years Governance **Book here**	Mon 22 Feb 19:00-20:30	Develop	This training, delivered by the Early Years Team, will highlight the distinct nature of this important part of our schools, and will look at: • 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.
Affordable Schools: a strategic look at school finances for maintained schools **Book here**	Tue 23 Feb 19:00-20:30	Develop	More and more schools are finding balancing school budgets increasingly challenging, and governors have a strategic role in ensuring that school finances are managed effectively and are providing value for money. This course is designed to provide maintained governors with the knowledge and skills to: • Understand how your school is funded and how this funding is allocated within the school budget • Have a greater understanding of the financial pressures that your school could be facing. • Work with the headteacher and senior leadership team to find solutions to these issues. There will be opportunities for questions and discussion throughout the session.

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FREE The Complaints Process **Book here**	Thu 25 Feb 19:00-20:30	Lead	Having governors on a board with an awareness of the complaints policy can ensure 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. *There is a follow-on course:* ***Practical Complaints.***
Induction Part 1 **Book here**	Wed 03 Mar 19:00-20:30	Explore	This course is essential for all new governors and is also a great refresher course for those who have been involved in governance for longer. *To complete the induction training, Part 1 and Part 2 must be completed.* Among other things, this course will add to your knowledge and confidence about: • The types of school you may govern • The types of governors on your board • Who sits around your board table • How governance works in practice.
Early Years Finance **Book here**	Thu 04 Mar 19:00-20:00	Develop	This session will: • Introduce governors to Early Years (EY) finance and develop their understanding of EY funding • Cover sources of funding and what influences it • Consider the role of governors in the effective allocation and use of funding. *This session is aimed at governors of maintained nursery and primary schools.*

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Course and booking link	Date and Time	Pathway	Brief outline of course
Holding the School to Account **Book here**	Fri 05 Mar 09:00-10:00	Develop	One of the core functions of governance is to hold the headteacher to account for the quality of education in the school. 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. This training will look at: • 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.
Understanding Personnel Matters **Book here**	Mon 08 Mar 09:00-10:30	Lead	This session will provide governors with the basic principles of employment legislation and best practice in relation to school HR matters. It will consider the need to follow agreed policies and to get support when necessary. It will also provide the background information around supporting your Headteacher with personnel matters, such as managing staff performance, and it will consider the expectations of governors around employment hearings. You will have the opportunity to ask questions around managing other HR issues that may arise.

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Course and booking link	Date and Time	Pathway	Brief outline of course
Successful Chairing **Book here**	Tue 09 Mar 19:00-20:30	Lead	This course looks at the role of the chair in leading an effective board. It focuses on practical advice, developing good relationships, communication, and effective organisational processes to ensure the whole board is able to contribute to the success of the school. *This course is also useful for those who chair committees or who are interested in a chairing role in school governance.*
Lead Well **Book here**	Wed 10 Mar 19:00-20:30	Lead	The Lead Well session focuses on the governors' role in ensuring that health and wellbeing are embedded within the school's **vision, culture, priorities and decision-making**. Governors will explore how they can provide effective strategic challenge and assurance, asking the right questions to understand whether leadership, policies, resources and systems are working together to support pupils and staff. As part of the wider **Well Schools** approach, Lead Well helps governors look beyond individual initiatives and consider whether wellbeing is genuinely embedded across the whole school.
Practical Complaints **Book here**	Thu 11 Mar 18:30-20:30	Lead	In this **practical session**, governors will have the opportunity to consider a complaint through Stage 2 of the complaints process. As a 'panel', you will consider the available evidence, the school's policies and Department for Education guidance in a safe environment, asking questions and discussing the process at each step. *Governors should have completed **The Complaints Process** training before joining this session or have a good understanding of the DfE model procedures and guidance. Meeting rooms will be used during this session.*

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Course and booking link	Date and Time	Pathway	Brief outline of course
FREE Governors and the Allegation Management Process **Book here**	Mon 15 Mar 19:00-20:30	Lead	This briefing session is recommended for all governors and trustees but is especially relevant for chairs of the board. The aims of the session are to: • understand the allegations management process • upskill individuals in leading an investigatory process when allegations are made It will cover: • The threshold for allegations, including transferable risks • The expectations that are on the Chair to recognise and respond to allegations made against headteachers and other staff
Induction Part 2 **Book here**	Wed 17 Mar 19:00-20:30	Explore	This course is essential for all new governors and is also a great refresher course for those who have been involved in governance for longer. *To complete the training, Induction A and Induction B must be completed.* Among other things, this course will add to your knowledge and confidence about: • The purpose of the board • The core functions of the board • Working strategically • The school improvement cycle.

Understanding the Pathways

The training programme is organised into **three pathways** to help governors select training that matches their experience, responsibilities and development needs. Governors do not need to follow only one pathway; they may choose sessions from across the programme according to their role, board priorities and interests.

Pathway	What it means
Explore Pathway	For new governors and governors wanting to refresh their knowledge. These sessions introduce essential governance responsibilities and support governors to build confidence in understanding their role. Sessions this term: • Governor Monitoring • Induction Part 1 (delivered twice) • Safeguarding Children Level 2 • Preparing for Ofsted • **FREE** An Introduction to SEND • Induction Part 2 (delivered twice) • Finance: budget construction and monitoring • Health and Safety: the role of the board
Develop Pathway	For governors exploring the role in greater depth. These sessions support governors who are developing specialist knowledge, taking on link governor responsibilities or strengthening their contribution to board monitoring and discussion. Sessions this term: • The role of the Special Educational Needs and Disabilities (SEND) Lead Governor

	• FREE Understanding External Performance Data for Primary Schools • The Safeguarding Lead Governor Level 3 • Preparing for Ofsted • Early Years Governance • Affordable Schools: a strategic look at school finances for maintained schools • Early Years Finance • Holding the School to Account
Lead Pathway	For governors leading either the board or a committee. These sessions support chairs, vice-chairs, committee chairs and governors undertaking formal leadership or panel responsibilities. They are also an excellent way of developing governor knowledge and confidence to support board succession planning. Sessions this term: • FREE Governor Briefing 3 • Safer Recruitment • FREE The Complaints Process • Understanding Personnel Matters • Successful Chairing • Lead Well • Practical Complaints • FREE Governors and the Allegation Management Process