

## Warwickshire Governor Services

# Professional Development Programme

for Governors, Clerks & Headteachers



April 2021 to March 2022

In Support of  
Learning



Warwickshire  
Governor  
Services

# Introduction

Dear Governors, Trustees, Associate Members, Clerks and Headteachers,

Welcome to our 2021-22 brochure; a totally electronic version for the first time. As we went into lockdown in March 2020, our glossy Programme was never fully utilised, so we have decided not to produce a printed brochure for the coming year.

However, I can assure you that we have not cut back on the services we provide; indeed, as a response to the Covid-19 situation, we have moved all our training delivery to virtual platforms, we have revised many of our courses to recognise that the majority of governors are not going into schools and we have introduced monthly briefing and Question and Answer sessions for clerks, governors and chairs.

We have received such positive feedback to these changes, that we have incorporated them into our Professional Development Programme for 2021-22. Until the end of the summer term 2021, all our training will continue to be delivered virtually, via Teams but we have started to introduce some face-to-face sessions from the autumn term onwards. Obviously, we will review this regularly and if necessary will convert these to virtual sessions, but we're hoping by then our trainers will be able to get out and meet some of you. However, virtual training will be a key part of our training programme for the future. We are continuing with our popular briefing sessions throughout the year and these will all be via Teams as it allows governors and trustees from all over the county to meet together and share the benefit of each other's experiences.

Don't forget that by subscribing to Governor Services you also have access to a telephone and email helpline, a comprehensive resource library, a monthly newsletter sent directly to all governors, and regular briefings, as well as the full training and development programme.

Our Clerking Service has continued to operate throughout the Covid-19 pandemic, and although clerks are not attending schools to minute meetings, they have been able to carry out all their duties by collaborating closely with you and making use of various electronic platforms.

Finally, I would like to thank you all for the incredible job you are doing, in such challenging circumstances, to support the children, young people and staff in the Warwickshire Family of Schools; your contribution is truly valued and appreciated.

Sue Casey  
Delivery Lead – Governor Services

# Contents

<b>Introduction</b>	<b><u>3</u></b>
<b>Subscription Information</b>	<b><u>5</u></b>
Warwickshire Clerking Service	<u>5</u>
Subscription to the Professional Development Programme	<u>7</u>
Multi-School Subscription to the Professional Development Programme	<u>8</u>
Buy As You Need prices & details of what is included in the subscription package	<u>9</u>
How to book your courses	<u>10</u>
Non-attendance charge	<u>11</u>
Course cancellation policy	<u>11</u>
<b>Governors' Training Pathway</b>	<b><u>12</u></b>
<b>Informal Clerks', Governors' &amp; Chairs' Meetings</b>	<b><u>13</u></b>
<b>Training Course Information</b>	<b><u>15</u></b>
Induction to School Governance	<u>15</u>
Leading Governors: the role of the Chair	<u>16</u>
Preparing for Ofsted Inspection	<u>16</u>
Headteacher Appraisal & Teacher Pay & Performance	<u>17</u>
The Governor's Role in School Improvement part 1 of 2: School Self-Evaluation & Improvement Plans	<u>18</u>
The Governor's Role in School Improvement part 2 of 2: Monitoring & Evaluation	<u>18</u>
School Website Compliance	<u>19</u>
Pupil Premium – the performance of vulnerable pupil groups	<u>19</u>
Finance	<u>20</u>
Effective Governance in the Early Years & Foundation Stage	<u>20</u>
Child Protection & Safeguarding	<u>21</u>
Effective Monitoring & School Visits	<u>22</u>
Exclusions – The Governor's Role	<u>22</u>
Engaging with Parents & The Community	<u>23</u>
Governor Panels	<u>23</u>
Handling Complaints Part 1: Good practice in dealing with School Complaints	<u>24</u>
Handling Complaints Part 2: Complex Complaints Management	<u>24</u>
Special Educational Needs & The Governing Board	<u>25</u>
SENCo & the SEND Governor	<u>25</u>
Health & Safety	<u>26</u>

## Warwickshire Governor Services Professional Development Programme 2021-2022

<b>Clerks' Training</b>	<b><u>27</u></b>
Clerks' Induction	<u>27</u>
Effective Clerking	<u>28</u>
Clerking Panel Hearings	<u>28</u>
Academy Trust Board Clerking	<u>29</u>
Clerks' Conference	<u>29</u>
<b>In-house Training</b>	<b><u>30</u></b>
<b>Additional services (Not included in the subscription)</b>	<b><u>34</u></b>
External Review of Governance (ERG)	<u>34</u>
School Website Audit	<u>35</u>
Desktop Health Check	<u>35</u>
Staff Survey	<u>35</u>
Safeguarding Training for Parents	<u>35</u>
Mediation Support for the Chair of Governors	<u>36</u>
Panel Member Support	<u>36</u>
Development for Chairs	<u>36</u>
Development for Clerks	<u>37</u>
Headteacher Induction Programme	<u>37</u>
<b>Subscription to External Services</b>	<b><u>38</u></b>
GovernorHub	<u>38</u>
Learning Link - E Learning	<u>39</u>
The School Bus	<u>39</u>
<b>Service Standards</b>	<b><u>40</u></b>
<b>Governor Services Team</b>	<b><u>41</u></b>

## Subscription Information

### Warwickshire Clerking Service

The Clerking Service provides governing boards with a professional clerking service to ensure the effective operation of a governing board. Schools have the option to subscribe to six, ten or twelve governing board meetings (to include committees if there are fewer than six Full Governing Board meetings) under one single subscription cost.

#### What is included:

- A thorough recruitment and selection process to appoint a professional Clerk to your Governing Board;
- An effective Clerk who is responsible for all administration duties to support the Governing Board. In consultation with the Chair of Governors, this will include arranging and co-ordinating Governing Board meetings, collating papers and documents to support the agenda and production and distribution of minutes of meetings;
- A professional Clerk who will maintain all governing board records, including governing board membership, governor terms of office and governor attendance at meetings; Advice and guidance on constitutional matters, governing board procedural matters, best practice advice including conduct of meetings, quorums for meetings and voting regulations;
- A point of contact for Warwickshire County Council Governor Services to disseminate information, share best practice and communication via email and newsletters.

#### The Clerk will:

- Arrange meetings of the governing board, including preparation of the agenda following the consultation with the Chair and / or Headteacher;
- Provide electronic distribution of the meeting agenda and supporting papers to all members of the governing board and the Headteacher at least one week (7 days) prior to the arranged meeting;
- Attend Governing Board meetings and record the minutes.
- Within two weeks following the meeting, the Clerk will prepare draft minutes for approval by the Chair / Headteacher, liaising appropriately with the Chair / Headteacher on the minuting of confidential items;
- In consultation with the Chair / Headteacher, (as appropriate), deal with any clerking issues arising from governing board meetings;
- Maintain accurate and up-to-date details of all governors and their terms of office, advising the governing board of governors whose terms of office are nearing completion;
- Provide the relevant Governance information for the school to update GIAS records;

## Warwickshire Governor Services Professional Development Programme 2021-2022

- Provide advice and guidance to support governors / school staff with governor elections and the election process;
- Advise the governing board on procedural matters within the School Governance Regulations but not including other legal advice;
- Ensure new and re-appointed governors complete an Appointment Notification Form and once completed send the form to Warwickshire Governor Services for their records to be updated;
- Inform Governor Services and the appropriate Diocese (if a Church School) promptly of any changes in the governing board membership, including appointments and reappointments, resignations, the appointments of Chair and Vice-Chair Training Link Governor and changes to contact details;
- Organise the process for the election of Chair and Vice-Chair of the governing board and chair the meeting whilst the Chair of Governors is appointed / reappointed.

### Warwickshire Governor Services team will:

- Provide the Clerk with up to date advice, guidance and support on all school governance related matters;
- Quality assure the work of the clerk;
- Ensure the Clerk is trained and supported in their role;
- Invite the Clerk to attend an annual conference and provide appropriate training to support them in their role;
- Support any developmental needs identified through the annual performance review of the Clerk;
- Give the customer one term's notice if the service has to be withdrawn.

### Customer Responsibilities:

- To ensure that the Clerk receives a comprehensive induction to their role at school
- Is appropriately supported in Governing Board work being requested and undertaken;
- Provide the required documents / paperwork for meetings in time for distribution to the Governing Board; will complete an annual Performance Review with feedback being given to the Clerk and to Warwickshire Clerking Service;
- Provide feedback to Governor Services on the Clerking Service and the service they receive;
- Give Governor Services one term's notice if they wish to cancel the subscription and withdraw from the Clerking Service.

No. of meetings per year	Subscription price
6 meetings	£1840
10 meetings	£2470
12 meetings	£2835

**Subscribing schools can also purchase the following additional services:**

Additional meetings:	£180 per meeting
Panel Support i.e. exclusions, complaints & grievance hearings:	£350 per meeting
Additional administrative work (as agreed by Chair of Governors i.e. governor elections, update school website):	£25 per hour

**Non-subscribing schools can purchase the following services on a buy as you go basis:**

Clerking a meeting:	£275 per meeting
Panel Support i.e. exclusions, complaints & grievance hearings:	£420 per meeting
Clerks' training:	See Buy As You Need

---

**Subscription to the Professional Development Programme**

**This entitles your governing board to:**

- Unlimited bookings on centre-based courses from the Professional Development Programme (subject to availability);
- Full access to the document resource library;
- Monthly Governance Matters Newsletter;
- Unlimited advice and guidance to governors, clerks AND Headteachers via telephone, email and face to face;
- A two hour in-house training course chosen from our subject list and customised to the needs of your governing board or a facilitated Governing Board Self Review.

No. of pupils	Subscription price	Collaborative Subscription Price per school
0 – 119	£600	£540
120 – 199	£755	£680
200 – 350	£810	£730
351 – 500	£915	£825
500 – 999	£1025	£925
1000+	£1200	£1085

## Multi-School Subscription to the Professional Development Programme

Following a successful pilot, we are offering a Multi-School subscription to all governing boards within Warwickshire to work in collaboration and develop governance in their schools. This subscription allows schools to have access to training courses delivered at venues, dates, times and topics of their choice.

The Multi-School subscription is available to a formal cluster of schools or schools in an agreed collaborative partnership such as consortia, professional learning communities or MATs. Schools can subscribe using this option for a reduction of 10% off the normal subscription price which enables governing boards to plan and receive joint training sessions.

This Multi-School subscription includes everything as per the single school subscription but with a limited number of in-house sessions shared between the schools as per the table below. The schools/academies can select a maximum of six sessions (from the list of topics on page 30 of the Professional Development Programme) to be delivered on agreed dates throughout the year at one of their sites.

No. of schools jointly subscribing	No. of In-house sessions
2/3 schools jointly subscribing	1
4/5 schools jointly subscribing	2
6/9 schools jointly subscribing	3
10 or more schools jointly subscribing	6

- It is the responsibility of the consortia chair to coordinate and organise collaborative training and ensure that all the governing boards in the consortia are included in the process of agreeing the topic and booking the training
- Governors from all schools within the Multi-School subscription are welcome to attend and there are no restrictions on the number of governors that attend a session, although the number of attendees must be confirmed to Governor Services at least 48 hours in advance of the session.
- A governor from a non-subscribing school may attend the training with the agreement of the schools within the Multi-School subscription at an additional charge of £100 per delegate, per session, payable to Governor Services.
- The cost of an additional in-house session for schools who subscribe as part of the Multi-School subscription but would like their own or an additional session for their school is £325 per session.

Buy As You Need prices & details of what is included in the subscription package

Service	Full Subscription	Collaborative Subscription	Non-subscribers
Training Course (2hrs)	✓	✓	£120 per delegate
Half day course	✓	✓	£160 per delegate
Full day course	✓	✓	£320 per delegate
In house bespoke 2 hour training session	✓	Yes, but limited number	£410 per session
OR			
Facilitated Mini Review/Self Evaluation Session	✓	No	£410 per session
Information, Support & Advice Service Subscription	✓	✓	£350

Additional Services

GovernorHub	£130	£130	£210 per GB
Headteacher Recruitment Training	Can be delivered as in-house entitlement	Can be delivered as in-house entitlement	£410 per session
Headteacher Induction Programme	£545	£545	£545
School Website Audit	£150	£150	£150
Learning Link (E learning)	£75	£75	£155 per GB
The Key to School Governors	To subscribe schools should contact The Key direct		
The School Bus	5% Discount off the full Subscription price (For more details see pages 34 & 35)		
Panel support for Complaints, Grievance & Exclusions	Price on application	Price on application	Price on application
External Review of Governance (ERG), including follow up review	£1295	£1295	£1295
Chairs/Clerks Mentoring Support	Price on application	Price on application	Price on application
Mediation Support (4 hours)	£200	£200	£200

## How to book your courses

- By email (governors@warwickshire.gov.uk) or telephone (01926 745120) or book via the WES training portal at [www.warwickshire.gov.uk/wes](http://www.warwickshire.gov.uk/wes) (you will need log in details for this – see your clerk for these and go to the 'Training' tab). Please remember to quote the course reference number, course title and the delegate's name and email address;
- An email confirmation will be sent to you upon booking and a reminder email will be sent nearer the course date;
- If your governing board has not purchased the Professional Development subscription but has chosen the Buy As You Need option, please check that funding is available before registering for the course;
- Please note that if you register for a course and subsequently find that you cannot attend, it is most important that you let us know. Delegates who book places and do not attend will be charged for non-attendance;
- Where courses are over-subscribed, places will be filled on a first come, first served basis;
- Courses are suitable for all governors unless otherwise indicated in the course description.

**Please Note:** Lunch is provided for a full day training course. If you have any dietary, visual, auditory or access requirements, please make us aware when booking your place on each course.

## Online Training via TEAMS

- By email (governors@warwickshire.gov.uk) or telephone (01926 745120) or book via the WES training portal at [www.warwickshire.gov.uk/wes](http://www.warwickshire.gov.uk/wes) (you will need log in details for this – see your clerk for these and go to the 'Training' tab). Please remember to quote the course reference number, course title and the delegate's name and email address;
- An email confirmation will be sent to you upon booking and a reminder email will be sent nearer the course date;
- One or two working days prior to the course date, you will be sent the Teams invitation to the training session by email - **you should accept this.**
- The event will then appear in your email calendar; on the day of training, you should click on the event in your calendar and click on the 'Join' link button.

## Non-attendance charge Buy As You Need Customers:

Notice Given By Delegate (Prior to course date)	Applicable Fee / Procedure
More than 1 calendar month	No Fee
Between 1 calendar month and 2 weeks	25% of the course fee
Between 1 week and 2 weeks	50% of the course fee
Between 1 week and 24 hours	75% of the course fee
Between 24 hours and start time of course	100% of the course fee

The non-attendance fee will be charged to your school following the course date.

**Subscribing schools** there will be a charge of £15 per session per delegate for any course where 24 hours' notice of non-attendance is not given.

### **Cancellations:**

Cancellation of training requests should be sent by email to [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk), please call 01926 745120 for further information.

**Please Note:** if you are able to arrange for another delegate to attend in your place, the cancellation charge will not apply.

## Course cancellation policy

In order for courses to be effective and financially viable, **a minimum of 6 delegates** are required to enrol. We regularly review all course bookings and if the numbers are low we may take the decision to cancel the course. We aim to make this decision 2 weeks before the course date. In the event of a course cancellation due to unforeseen circumstances we will inform delegates as soon as practically possible.

## Governors' Training Pathway

School governance has three core strategic functions as outlined in the Department for Education's Governance Handbook, October 2020. These are:

1. Ensuring clarity of vision, ethos and strategic direction (**V**)
2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff (**P**)
3. Overseeing the financial performance of the organisation and making sure its money is well spent (**F**)

We have identified which of these functions each of our courses support and we hope that this will sit alongside your board's skills audit to help you address any areas for development.

Governors are provided with training, free of charge, to enable them to discharge their functions effectively. The budget for governor training is delegated to schools. To support this, schools have the option to subscribe to the Governor Services Professional Development Programme. To ensure governors are able to actively participate in the work of the governing board, they must have up to date knowledge, the right skills and remain motivated to gain the experience that can only be gained with the passage of time. It is our aim, through targeted development opportunities, to support governors along this journey. This framework provides suggested activities and training for different stages of your term as a governor or trustee.

### New Governors – attend this training within 6 months of appointment

- Induction to School Governance

### Between 6 months and a year attend the following courses

- Governors' Role in School Improvement parts 1 & 2
- Preparing for Ofsted Inspection
- Using School Performance Data
- Pupil Premium - The performance of vulnerable pupil groups
- Effective Monitoring and School Visits
- Engaging with Parents and the Community

### After a year attend the specialist courses

- Child Protection & Safeguarding
- Finance
- Health & Safety
- Special Educational Needs
- Effective Governance in the Early Years & Foundation Stage
- Headteacher Appraisal & Teachers' Pay & Performance
- Headteacher Recruitment Support
- Handling Complaints Part 1 - Good practice in dealing with School Complaints
- Handling Complaints Part 2 - Complex Complaints Management for Governors
- Exclusions - The Governor's Role
- Leading Governance - the role of the Chair

## Clerks' Informal Meetings

An informal monthly meeting giving Clerks an opportunity to network, 'air and share', raise any questions and discuss the latest local and national developments in school clerking / governance.

Clerks are welcome to request a 'specific topic' to be discussed at future meeting.

Date	Venue	Time
<b>Summer Term</b>		
Tuesday 20 April 2021	Virtual Meeting via TEAMS	1330 – 1430
Tuesday 18 May 2021	Clerks Conference via TEAMS	1000 – 1200
Tuesday 15 June 2021	Virtual Meeting via TEAMS	1330 – 1430
Tuesday 13 July 2021	Virtual Meeting via TEAMS	1330 – 1430
<b>Autumn Term</b>		
Tuesday 07 September 2021	Virtual Meeting via TEAMS	1330 – 1430
Tuesday 12 October 2021	Virtual Meeting via TEAMS	1030 – 1130
Tuesday 16 November 2021	Virtual Meeting via TEAMS	1330 – 1430
Wednesday 08 December 2021	Virtual Meeting via TEAMS	1030 – 1130
<b>Spring Term</b>		
Tuesday 11 January 2022	Virtual Meeting via TEAMS	1030 – 1130
Tuesday 15 February 2022	Virtual Meeting via TEAMS	1330 – 1430
Tuesday 15 March 2022	Virtual Meeting via TEAMS	1330 – 1430

## Governors' Informal Meetings

An informal monthly meeting giving Governors an opportunity to network, 'air and share', raise any questions and discuss the latest local and national developments in school governance.

Governors are welcome to request a 'specific topic' to be discussed at future meetings.

Date	Venue	Time
<b>Summer Term</b>		
Wednesday 21 April 2021	Virtual Meeting via TEAMS	1330 – 1430
Wednesday 19 May 2021	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 16 June 2021	Virtual Meeting via TEAMS	1330 – 1430
Wednesday 14 July 2021	Virtual Meeting via TEAMS	1330 – 1430
<b>Autumn Term</b>		
Wednesday 08 September 2021	Virtual Meeting via TEAMS	1330 – 1430
Wednesday 13 October 2021	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 17 November 2021	Virtual Meeting via TEAMS	1330 – 1430
Thursday 09 December 2021	Virtual Meeting via TEAMS	1030 – 1130
<b>Spring Term</b>		
Wednesday 12 January 2022	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 16 February 2022	Virtual Meeting via TEAMS	1330 – 1430
Wednesday 16 March 2022	Virtual Meeting via TEAMS	1330 – 1430

## Chairs' Informal Meetings

A monthly meeting giving Chairs of Governors an opportunity to network, raise any question and discuss the latest local and national developments in school governance.

Chairs are invited to submit questions to Governor Services prior to the event.

Date	Venue	Time
<b>Summer Term</b>		
Thursday 22 April 2021	Virtual Meeting via TEAMS	1330 – 1430
Tuesday 25 May 2021	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 23 June 2021	Virtual Meeting via TEAMS	1330 – 1430
Thursday 15 July 2021	Virtual Meeting via TEAMS	1330 – 1430
<b>Autumn Term</b>		
Wednesday 15 September 2021	Virtual Meeting via TEAMS	1330 – 1430
Wednesday 20 October 2021	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 24 November 2021	Virtual Meeting via TEAMS	1330 – 1430
Tuesday 14 December 2021	Virtual Meeting via TEAMS	1030 – 1130
<b>Spring Term</b>		
Tuesday 18 January 2022	Virtual Meeting via TEAMS	1030 – 1130
Tuesday 01 March 2022	Virtual Meeting via TEAMS	1330 – 1430
Tuesday 22 March 2022	Virtual Meeting via TEAMS	1330 – 1430

## Induction to School Governance (V) (P) (F)

This is essential for all new governors and trustees; it provides a rounded picture of the principles of governance, but also gives practical guidance on how all governors can actively contribute to the leadership of their school, in partnership with the Headteacher. It addresses the three core functions of governance and how governors can support and challenge the school to achieve the best possible outcomes.

The course is available in several formats:

- A single whole day session\*;
- Three evening sessions of 2 hours each;
- As a cluster/partnership/consortium.

\* Please Note: Lunch is provided for full day training. If you have any dietary, visual, auditory or access requirements, please make us aware when booking your place on each course.

Date	Venue	Time
<b>Summer Term</b>		
Wednesdays 28 April & 05 & 12 May 2021	Virtual Training via TEAMS	1000 - 1200
Thursdays 20 & 27 May & 10 June 2021	Virtual Training via TEAMS	1900 - 2100
Tuesdays 15, 22 & 29 June 2021	Virtual Training via TEAMS	1600 - 1800
Mondays 05, 12 & 19 July 2021	Virtual Training via TEAMS	1000 - 1200
<b>Autumn Term</b>		
Tuesdays 14, 21 & 28 September 2021	Virtual Training via TEAMS	1900 - 2100
Monday 11 October 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	0930 - 1630
Thursdays 11, 18 & 25 November 2021	Virtual Training via TEAMS	1600 - 1800
Wednesdays 01, 08 & 15 December 2021	Bulkington Village Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: 02476 494094	1000 - 1200
<b>Spring Term</b>		
Mondays 17, 24 & 31 January 2022	Stratford-Upon-Avon School Alcester Road, Stratford-Upon-Avon, CV37 9DH Tel: 01789 268051	1900 - 2100
Wednesdays 02, 09 & 16 February 2022	Virtual Training via TEAMS	1600 - 1800
Tuesday 15 March 2022	Bulkington Village Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: 02476 494094	0930 - 1630
Thursdays 24, 31 March & 07 April 2022	Virtual Training via TEAMS	1000 - 1200

## Leading Governors: the role of the Chair (V) (P) (F)

Are you a chair of a governing board or a committee — or are you thinking about becoming one?

This course explores how to ensure a shared strategic focus and good communication as you lead and manage the governance team.

This course is led by an experienced Chair of Governors who will identify practical examples of good practice.

Unit 1: Leading the Team;

Unit 2: Leading School Improvement;

Unit 3: The Business of Leading Effective Governance.

Date	Venue	Time
Autumn Term		
Wednesday 20 October 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	0930 - 1630
Spring Term		
Monday 17, 24 & 31 January 2022	Virtual Training via TEAMS	1000 - 1200

## Preparing for Ofsted Inspection (V) (P)

All governors and trustees should feel confident to meet with and discuss their school with Ofsted inspectors. This course will enable governors to gain an overview of the Ofsted school inspection framework, understand their role during an inspection and familiarise themselves with the implications of inspection for the whole school and specifically for the governing board.

The tutor will:

- Explore how effective school judgement and robust evidence can impact upon an inspection;
- Explain the process and explore some of the questions which inspectors may ask governors;
- Signpost governors to additional resources;
- Provide practical suggestions and actions to help the governing board prepare in advance of the inspector's call.

Date	Venue	Time
Summer Term		
Tuesday 18 May 2021	Virtual Training via TEAMS	1000 - 1200
Autumn Term		
Monday 01 November 2021	Virtual Training via TEAMS	1600 - 1800
Spring Term		
Thursday 03 March 2022	Bulkington Village Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: 02476 494094	1900 - 2100

## Headteacher Appraisal & Teacher Pay & Performance (P)

An essential course for all governors who are members of their school's Headteacher appraisal panel. We recommend that where possible, one new panel member is appointed and trained every year.

The Ofsted Inspection Framework highlights the importance of the annual performance review process for teachers and Headteachers as a lever for improving the quality of teaching and pupil achievement in schools.

This session clearly lays out the responsibilities of governing boards for:

- Appointing a panel which conducts the Headteacher's annual appraisal – agreeing performance objectives, monitoring progress during the year, and assessing the Headteacher's performance against those objectives;
- Obtaining advice from an external professional adviser;
- Ensuring that the Headteacher conducts an effective performance appraisal process for teaching staff;
- Relating staff pay decisions to performance.

Delegates will explore examples of performance objectives which are relevant to their school improvement priorities.

In response to requests from governors we are holding two sessions in the second half of the summer term particularly for schools who carry out Headteachers' performance reviews early in the autumn term.

Date	Venue	Time
<b>Summer Term</b>		
Monday 21 June 2021	Virtual Training via TEAMS	1600 - 1800
Wednesday 07 July 2021	Virtual Training via TEAMS	1000 - 1200
<b>Autumn Term</b>		
Thursday 23 September 2021	Virtual Training via TEAMS	1000 - 1200
Tuesday 05 October 2021	Aylesford School & Sixth Form Centre Tapping Way, Warwick, CV34 6XR Tel: 01926 747100	1600 - 1800
Monday 18 October 2021	Virtual Training via TEAMS	1900 - 2100
Wednesday 10 November 2021	Bulkington Village Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: 02476 494094	1900 - 2100
Thursday 18 November 2021	Virtual Training via TEAMS	1000 - 1200

## The Governor's Role in School Improvement part 1 of 2: School Self-Evaluation & Improvement Plans (V) (P) (F)

**Delegates:** please bring a copy of your own school's School Evaluation Form and School Improvement Plan to the training session.

**The school's Self Evaluation Form, and the Improvement Plan that results from it, are core tools of governance.**

This course will help governors:

- To understand the aspects of school performance by evaluating:
  - ✓ Pupil attainment, progress, achievement;
  - ✓ Quality of Teaching;
  - ✓ Behaviour, attendance, safety;
  - ✓ Leadership and Management.
- To agree the school's strategic improvement priorities (in partnership with the Headteacher and senior staff) and to frame these in a meaningful action plan;
- To identify the wide range of sources of information available as evidence to support school self-evaluation.

Date	Venue	Time
Summer Term		
Wednesday 19 May 2021	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Monday 18 October 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1400 - 1600

## The Governor's Role in School Improvement part 2 of 2: Monitoring & Evaluation (V) (P) (F)

The aim of this session is to explore how governing boards can hold their school to account and get to know how their school is performing, by:

- Distinguishing between monitoring and evaluation;
- Exploring in detail a number of key sources of evidence, including:
  - ✓ Headteacher reports and other professional advice;
  - ✓ Governors' first-hand experience of the school;
  - ✓ Performance data;
  - ✓ Views of parents, pupils and staff.

Date	Venue	Time
Summer Term		
Wednesday 26 May 2021	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Monday 01 November 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1400 - 1600

## School Website Compliance (V) (P)

When was the last time you checked your school website for compliance?

Every school must publish specific information on its website to comply with The School Information (England) (Amendment) Regulations 2012 and 2016 and other relevant legislation.

Your school website plays an important role in engaging prospective parents to consider your school as an option for their children. What does your website say about your school?

This session will allow delegates the dedicated time to go through the website compliance checklist and ensure that their own school website is compliant.

**Please Note: Delegates are required to bring their own laptops for this course.**

Date	Venue	Time
Autumn Term		
Thursday 07 October 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## Pupil Premium - the performance of vulnerable pupil groups (P)

As part of the governance function of holding the executive leaders to account for the educational performance of the organisation and its pupils, it should be a priority of governing boards to ensure that all groups of pupils are performing well in relation to both national expectations and to other pupils within the school.

A particular focus of this session is on pupils from disadvantaged backgrounds who qualify for Pupil Premium funding, but it will also consider other nationally recognised pupil groups, such as those with special educational needs and disabilities.

The course will:

- Help governors establish the key pupil groups in their school and identify useful measures of performance;
- Outline governors' statutory roles and responsibilities in relation to specific groups;
- Explore how governors can monitor and evaluate the achievement of pupil groups;
- Consider examples of good practice and questions that governors should be asking of their school.

Date	Venue	Time
Summer Term		
Monday 5 July 2021	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 25 November 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## Finance (F)

‘Overseeing the financial performance of the organisation and making sure its money is well spent’ is one of the three core functions set out in the Governance Handbook 2020.

This course aims to give governors an insight into their role and responsibility in strategically managing revenue, setting and monitoring budgets, maintaining accountability for various funds including pupil premium and fulfilling statutory obligations.

It is intended to give governors an insight into how various options and decisions would impact on their own school budgets, and how these could support improvement.

### Maintained Schools

Date	Venue	Time
Autumn Term		
Tuesday 05 October 2021	St Michael’s Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

### Academies

Date	Venue	Time
Autumn Term		
Tuesday 19 October 2021	St Michael’s Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## Effective Governance in the Early Years & Foundation Stage (V) (P) (F)

Visiting the early years’ classroom can be hard to interpret. You are likely to see children rushing around, both inside and outside and it all seems very noisy, busy and unstructured and you may think it is out of control and undisciplined and not at all like the rest of the school.

So, what should early years’ classes look like?

This session will:

- Explore inspection and governance in the Early Years Foundation Stage (EYFS);
- Develop an understanding of effective practice in the Early Years Foundation Stage (EYFS);
- Look at why early years is so different from later years in school and the key aspects of the governor’s role in relation to early years such as partnership with parents, staffing, assessment, progress and attainment across the early years phase.

Date	Venue	Time
Spring Term		
Wednesday 19 January 2022	St Michael’s Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## Child Protection & Safeguarding (V)

Note: Every governing board should nominate one “link” governor with a particular responsibility to help hold the school to account for the effectiveness of its safeguarding procedures.

These centre-based courses are aimed at Child Protection Governors and Chairs only in primary, secondary, special schools and Academies.

The Governance Handbook makes it clear that there is “A duty on the boards of maintained schools, and academy trusts, to have arrangements in place to ensure that they:

- *Carry out their functions with a view to safeguarding and promoting the welfare of children; and*
- *Have regard to the statutory guidance issued by the Secretary of State in considering what arrangements they need to make”.*

To ensure your governing board complies with the current statutory guidance, Keeping Children Safe in Education (DfE 2019), it is strongly recommended that the Chair and a named governor with Child Protection and Safeguarding responsibility attends this important training.

Governors are advised that safeguarding covers child protection and also wider considerations associated with promoting children’s welfare including early help, site security, peer on peer abuse, online safety, curriculum, health and safety, attendance, identifying the risks of child sexual and criminal exploitation, so-called honour based violence and preventing radicalisation.

Date	Venue	Time
<b>SummerTerm</b>		
Tuesday 11 May 2021	Virtual Training via TEAMS	1830 - 2100
<b>Autumn Term</b>		
Monday 18 October 2021	St Michael’s Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1230
<b>Spring Term</b>		
Wednesday 09 February 2022	St Michael’s Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 – 1230

## Effective Monitoring, Remote Monitoring & School Visits

Every governing board is expected to know its school. Governor monitoring and visits to schools play a key part in giving governors an insight into teaching, learning and the curriculum, and classroom visits are valuable both during and outside lesson times.

The course will explore:

- The range of visit opportunities available to governors, ranging from seeing lessons to appreciating the learning environment;
- Using visits to understand how the school is addressing its improvement priorities;
- Preparing for visits and how the visits can be fed back to the governing board;
- How governors might participate effectively in 'Learning Walks'.

**Please Note:** Delegates are required to bring their school's Monitoring Policy to the training course.

Date	Venue	Time
Summer Term		
Monday 24 May 2021	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Wednesday 17 November 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200
Spring Term		
Thursday 03 March 2022	Bulkington Village Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: 02476 494094	1000 - 1200

## Exclusions – The Governor's Role (V) (P)

This course is suitable for all governors who wish:

- To understand the statutory guidance linked to exclusion from school;
- To look at the responsibilities of the Headteacher and Governors in the exclusion process;
- It will provide guidance to Governors involved in the exclusion process, including being on a panel.

Date	Venue	Time
Autumn Term		
Monday 06 December 2021	Aylesford School & Sixth Form Centre Tapping Way, Warwick, CV34 6XR Tel: 01926 747100	1900 - 2100

## Engaging with Parents & The Community (V)

The Governance Handbook and Governor Competencies document expect governing boards to engage with parents to enhance pupils' education and to develop links with the local community to support school improvement.

The session will consider:

- Examples of good practice and processes for the school and governing board in engaging successfully with parents/carers;
- Developing governors' engagement with the local and wider communities;
- Consider the role of the parent governor on the governing board.

Date	Venue	Time
Summer Term		
Wednesday 19 May 2021	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 23 September 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200
Spring Term		
Monday 24 January 2022	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## Governor Panels (V) (P)

This course is suitable for all governors who wish to:

- Understand their role on a range of panels including disciplinary, complaint, exclusion or grievance hearings;
- Manage the process effectively.

Date	Venue	Time
Summer Term		
Tuesday 22 June 2021	Virtual Training via TEAMS	1000 - 1200

## Handling Complaints Part 1: Good practice in dealing with School Complaints (V) (P)

Note: It is best practice for every governing board to nominate one governor to attend this course to ensure the governing board are prepared for receiving a complaint.

This course is suitable for all governors, clerks and Headteachers who wish to:

- Have a good understanding of the school's complaints procedure;
- Consider resolution options;
- Understand the roles of the Clerk, Chair of Governors and panel members.

Date	Venue	Time
Autumn Term		
Monday 11 October 2021	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Tuesday 01 February 2022	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## Handling Complaints Part 2: Complex Complaints Management (V) (P)

Delegates must have attended Handling Complaints Part 1 prior to attendance at this course.

**Note:** It is best practice for every governing board to nominate one governor to attend this course to ensure the governing board are prepared to handle more complex complaints and difficult situations.

This course is suitable for governors, Headteachers and individuals who may be involved in complaints handling in schools.

This course will:

- Recap the key elements, steps & stages of a school complaints process;
- Highlight specific issues to look out for and alternative avenues of support;
- Consider the impact of complex complaints on schools;
- Give suggestions on how to consider the wellbeing of all involved in this situation.

Date	Venue	Time
Autumn Term		
Monday 08 November 2021	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Tuesday 01 March 2022	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## Special Educational Needs & The Governing Board (P)

This course is suitable for governors in mainstream primary and secondary schools, particularly those who have a specific role in the governing board in relation to Special Educational Needs & Disabilities (SEND).

The course will:

- Provide an overview of the legislation around SEND and how SEND is funded;
- Consider some of the challenges and opportunities for schools;
- Explore ways governing boards can learn about the SEND provision in their school and how to hold the school to account for the learning of pupils with SEND.

Date	Venue	Time
Summer Term		
Wednesday 30 June 2021	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 16 December 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## SENCo & the SEND Governor (V) (P)

This year in partnership with our colleagues in the SEND team, we are able to offer SEND Link Governors the opportunity to attend part of a SENCo briefing session.

Details of the briefings will be emailed out to your clerk and SENCo nearer the date.

If governors / trustees would like to attend, they should make sure that they attend the same session as their school's SENCo to maximise the benefit of the event and to give valuable time together to understand the SEND position in your school/setting.

There is no charge to attend these events if your school subscribes to the Governor Services Development Package, otherwise there will be a cost of £120 per governor.

These sessions are free of charge to SENCo's.

If you would like to book a place, please email Mel Twells - [melindatwells@warwickshire.gov.uk](mailto:melindatwells@warwickshire.gov.uk)

## Health & Safety (V) (P) (F)

This session will be delivered by colleagues from the WCC Corporate, Health, Safety & Wellbeing Service.

**FOR ALL SCHOOLS WHERE WCC IS THE EMPLOYER, i.e. community and voluntary controlled schools, community special schools and maintained nursery schools.**

The LA recognises the important part that governors play in the strategic running of schools. Governing boards, having control of school premises, must take reasonable steps to ensure the health and safety of the school environment, buildings and equipment, ensuring that adequate arrangements are in place in line with policies and procedures.

The school governor's role in health and safety session has been designed to ensure governors have sufficient knowledge and a reasonable overview of current health and safety requirements in schools, to effectively support the Headteacher and senior leadership team.

To ensure your governing board is kept up to date with current health and safety legislation and standards in schools, it is strongly recommended that the chair and / or named governor with health and safety responsibility attends one of these training sessions.

Date	Venue	Time
Summer Term		
Monday 07 June 2021	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Wednesday 24 November 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## Health & Safety (V) (P) (F)

This session will be delivered by colleagues from the WES Safety and Premises Service Team.

**FOR ALL ACADEMIES & SCHOOLS WHERE THE SCHOOL IS THE EMPLOYER, i.e. Academies, Voluntary aided and foundation/trust schools.**

As employers, academy and school boards have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and others affected by their activities, e.g. pupils, visitors, contractors.

The session will provide academy and school governors and trustees with an overview of their responsibilities under health and safety legislation, and to understand specific employer and employee responsibilities. The session will also include an overview of how the academy trust and school senior leadership teams should be managing and monitoring health and safety, and to ensure that any risks to health and safety are controlled.

Date	Venue	Time
Summer Term		
Thursday 20 May 2021	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 02 December 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

## Clerks' Training

We believe clerking is a major contribution to the quality of governance in our schools, and therefore to school improvement. The importance of professional clerking has never been greater. Schools have been given increased freedoms and greater accountability, and the government has recognised the very significant contribution which professional clerking can make to effective governance.

### Clerks' Induction

This session is aimed at supporting new clerks, helping them to get set up in their role and understand the resources needed to be effective. Attending the session will provide clerks with knowledge and advice regarding:

- Clerks' duties and good practice;
- Organising administration and priorities;
- Roles and responsibilities of the governing board, particularly in supporting school improvement;
- Best practice for taking minutes and recording challenge from governors and the responses from the school's leadership team;
- Supporting the chair with annual requirements and governor vacancies, including conducting governor elections.

The session includes valuable information to keep Clerks up to date with developments in governance and clerking. It also provides Clerks with an opportunity to network.

Date	Venue	Time
Summer Term		
Thursday 06, 13 & 20 May 2021	Virtual Training via TEAMS	1000 - 1200
Autumn Term		
Wednesday 13 October 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	0930 - 1530
Spring Term		
Tuesday 01, 08 & 15 February 2022	Virtual Training via TEAMS	1900 - 2100

## Effective Clerking

Following on from the Clerks' Induction course, this session is aimed at providing Clerks with a model for 'high level' clerking.

The session will include:

- An opportunity for clerks to explore working relationships with the Chair and Headteacher;
- Advice on how to effectively manage the Governing Board;
- Exploring strategies to support problem solving and encouraging challenge;
- The importance of high quality minutes and recording questions and responses;
- An opportunity for networking.

Date	Venue	Time
Summer Term		
Tuesday 08, 15 & 22 June 2021	Virtual Training via TEAMS	1000 - 1200
Autumn Term		
Wednesday 01 December 2021	St Michael's Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	0930 - 1530
Spring Term		
Monday 07, 14 & 21 March 2022	Virtual Training via TEAMS	1900 - 2100

## Clerking Panel Hearings

This course outlines the Clerk's specific responsibilities in the processes for panel and appeal meetings.

The session covers:

Statutory requirements and timescales;

The Clerk's role in minute taking and recording decisions;

How to advise governors on the procedures to follow and model documents to use.

Date	Venue	Time
Summer Term		
Monday 17 May 2021	Virtual Training via TEAMS	1000 - 1230
Autumn Term		
Tuesday 23 November 2021	Virtual Training via TEAMS	1230 - 1500

## Academy Trust Board Clerking

This session is specifically aimed at supporting clerks responsible for Trust Boards in Multi Academy Trusts or Companies (MATs or MACs).

The content covers:

- Structure, roles and relationships in MATs;
- Articles of Association, Scheme of Delegation and Academy documentation;
- Strategies to support the administration and communication required for a Board Clerk to be really effective.

Date	Venue	Time
Summer Term		
Wednesday 24 November 2021	Virtual Training via TEAMS	1000 - 1200

## Clerks' Conference

The Clerk's Conference is an opportunity for all clerks in Warwickshire schools to meet up for half a day to update knowledge and network with other clerks and colleagues within Governor Services.

The content of the conference will change to reflect current legislative/GB processes/procedures etc.

Date	Venue	Time
Summer Term		
Tuesday 18 May 2021	Virtual Session via TEAMS	1000 - 1200

## In-house Training

Governing boards can choose to have an in-house session delivered in school choosing from one of the courses below.

In-house sessions, while following a standard framework, will be customised to the needs and context of individual governing boards.

If your school has chosen the Multi-School Subscription package you should agree on topics for the shared sessions with the other schools in your collaboration/consortium before making a booking.

Subscribing schools wanting an additional in-house session are entitled to a 20% discount, reducing the cost to £325 per session.

### TOPICS AVAILABLE:

#### Changing the Status of your School (V)

This session will support governing boards with their decision-making regarding the future direction of their school. Delegates will explore implications of different methods of achieving structured collaboration with one or more other schools.

The session will take into account a range of collaborative options including federation between schools, shared Headteacher posts and others, with the main focus to be on joining or setting up a Multi Academy Trust

#### Using School Performance Data (P)

The aim of the session is to promote delegates' understanding and practical use of data, as part of the wider monitoring picture; however, this is a course about school improvement, not statistics. The approach is a pragmatic look at the questions raised by our schools' main data sources, helping governors from diverse backgrounds to understand the terminology, and to relate data to real school performance. Delegates will consider not just overall average data for pupil attainment and progress but will also examine the performance of vulnerable groups of pupils, in particular disadvantaged pupils.

## Child Protection & Safeguarding (V)

The Governance Handbook makes it clear that there is “a duty on the boards of maintained schools, and academy trusts, to have arrangements in place to ensure that they:

- Carry out their functions with a view to safeguarding and promoting the welfare of children; and
- Have regard to the statutory guidance issued by the Secretary of State in considering what arrangements they need to make.”

## Refresher Course for Experienced Governors (V) (P) (F)

The course will look at the key changes initiated in the past year by the DfE, Ofsted and others, and their implications for the work of your governing board. The tutor will identify sources of further guidance and support. They will explore examples of effective practice in the core strategic functions of governance.

The aim of the course is to provide some practical solutions to delegates, and to promote the exchange of ideas between governing boards.

*If you have a particular topical issue you would like to explore in this session, please advise Governor Services at the time of booking.*

## Roles of Board Trustees & Local Governance Committees (V)

For current and potential academy governors we offer this course on the unique aspects of being an academy board trustee/director. The session will provide an overview of different academy structures, alternative professional staff structures, and will explore the duties and powers of trustees, the schemes of delegation adopted by academy boards and how these relate to local governance committees in individual schools. With a particular focus on the strategic skills and approach required of board directors, the course will consider the level of information and reporting appropriate to oversight of a group of schools.

## English as an Additional Language: EAL for Governors (V) (P)

Some English as an Additional Language (EAL) pupils are considered a vulnerable group by OFSTED. Some EAL children are also ethnic minority pupils. Governing Boards are expected to ensure that all children in their schools have equal learning opportunities. When there are learners disadvantaged by not knowing English, it is important that Governors understand who the vulnerable EAL pupils are and what approaches work best to closing the gap in performance as quickly as possible.

## Headteacher Recruitment Support (V) (P) (F)

Maintained schools **must** notify WCC when they learn of a Headteacher resignation to enable the LA to exercise its right to representation during the selection process.

### 1. Pre-recruitment training for governors (ideal as an in-house training course)

This two hour session explores:

- The recruitment timetable;
- The job description and person specification;
- Legal requirements including safer recruitment;
- Consideration of selection activities;
- Questioning techniques.

This session will help equip governors to attract and select the most suitable candidate to successfully fill the vacancy. Governors can also be supported in considering potential interim arrangements if required. This training session may be delivered free of charge if governors have not used their complimentary in-house session. Alternatively the cost of £370 for subscribing schools and £410 for non-subscribing schools will be applied.

Also available:

2. *Professional support provided by a Learning Improvement Officer (LIO)*

3. *WES HR Administrative support*

## Facilitated Self Review (V) (P) (F)

This is suitable for governing boards who wish to be supported through a self-evaluation of their effectiveness as a governing board. The session is based on the National Governors Association (NGA) Effective Governing Board Exercise and focuses on the key areas Ofsted use in assessing effective governance. Governing boards may find the session particularly useful for one or more of the following reasons:

- governors wish for an evidence-based analysis of Governance to feed into the school's Self-Evaluation assessment of Leadership and Management;
- governors wish for an opportunity to renew their focus and processes around effective governance;
- a 'good' or 'outstanding' school wishes to be fully prepared for an Ofsted inspection of its Governance.

The session will be preceded by individual governors completing a draft review of their governing board. During the in-house session the facilitator will lead the governors through group discussions towards a consensus on the key strengths and weaknesses within the governing board and support the governors to identify actions to address any areas for development. It is envisaged that this session will enable the governing board to produce an action plan of how to improve their effectiveness.

**The following courses can also be delivered as an in-house session, for more details see the centre-based section, pages 12-14.**

Effective Governance in the Early Years Foundation Stage (V) (P) (F)

Financial responsibilities – budget planning and monitoring (F)

Engaging with Parents and The Community (V)

Governors' Role in School Improvement Part 1 (V) (P) (F)

Governors' Role in School Improvement Part 2 (V) (P) (F)

Effective Monitoring & School Visits (P)

Ofsted: Governors' role in being ready for inspection (V) (P)

Pupil Premium – The Performance of Vulnerable Pupil Groups (P)

When booking an in-house training session please give Governor Services at least six weeks' notice and provide three possible dates and times for your training.

For Multi-School subscribers, the co-ordinator must ensure all schools have been consulted and aware of the course date. They should confirm attendance numbers to Governor Services at least 48 hours in advance of the session.

On receipt of your training request we will allocate a trainer who will make contact with the identified governor or co-ordinator to agree the course objectives and finalise the training arrangements.

### **Online In-house Training via TEAMS**

The person coordinating the training will need to compile a list of delegates with their email addresses and send this list to Sundari Cleal, her email address is: [sundaricleal@warwickshire.gov.uk](mailto:sundaricleal@warwickshire.gov.uk), so that she can send a Teams invitation to each of the delegates. Can we ask that you send us **one** list with all the names rather than sending us lots of emails with individual names.

**To ensure we are able to accommodate your requests and to avoid disappointment, we request that all booking for the financial year 2021-2022 must be received by 31st December 2021 (maintained schools) and 31 March 2022 (academies).**

## Additional Services

*These services are not included in the subscription but are available to purchase throughout the year.*

### External Review of Governance (ERG)

*A maintained school or academy may independently decide that an External Review of Governance (ERG) would be helpful as part of their on-going process to develop and improve governance.*

- The review will focus on 3 priority areas:
- Governors' engagement in School Improvement;
- Statutory responsibilities;
- Governance organisation and working relationships.

Within these areas, we will ensure we take into account the key governance criteria specified by Ofsted and the National College.

The review will consist of a "desktop" review and audit of background documents, plus evidence from other documents including your own Headteacher's reports and governing board minutes of meetings for the past year. This is followed up by interviews with a number of governors.

Following this the reviewer will produce a detailed report which after being shared with governors will enable the governing board to produce an action plan and work on any areas for development.

An ERG will look at how well the governing board is operating within its strategic core function. It will help the board to identify strengths and weaknesses together with priorities for improvement and development whilst outlining the steps to take

**Approximately nine months** after the initial ERG, the reviewer will contact the chair to arrange a meeting as a **follow up activity** to consider the impact of the recommendations.

The follow up review will consist of:

- A review of the initial ERG and any suggested recommendations to assess progress;
- A short interview with the chair of governors and the Headteacher to discuss the changes and progress made since the initial review.

The reviewer will produce a written report commenting on the progress made against the original recommendations and provide further action/advice and guidance if necessary.

**The cost of an ERG is £1295 which includes an experienced associate tutor working with your governing board to carry out the initial review process and the follow up review nine months later.**

## School Website Audit

We can provide your Governing Board with a desktop review of your school website. The report will be quality assured and will assess your school website against the statutory requirements set out by the DfE.

The cost for a full website review including quality assured report will be £150.

## Desktop Health Check

The desktop Governance Health Check is an analysis by Governor Services of a number of indicators of governance in your school, with particular attention on governors' engagement in school improvement. It consists of a brief review of the elements listed below:

- School Website content (updated statutory requirements)
- GB meeting minutes over the last 12 months.
- GB training record
- GB constitution/membership

We will summarise the conclusions of the work in a single page report for the governing board, and identify any areas of potential concern, with suggestions for development where appropriate.

The cost for the Desktop Health Check will be £325.

## Staff Survey

If your governing board is looking to undertake a staff survey, Governor Services managing the process will give staff confidence that the survey is impartial.

Contact us for further information and cost.

## Safeguarding Training for Parents

A new session devised in response to Headteacher requests aimed at providing parents with an understanding of safeguarding and why green forms are used in this school.

The session is tailored to your schools' parents.

The cost for this session will be £325

Parent feedback:

*"Please pass on my thanks, safeguarding is such an important area for us all and it was fantastic of the school to inform parents about it and the process we need to take if we have any concerns".*

## Mediation Support for the Chair of Governors

*“Mediation is a dynamic, structured, interactive process where an impartial third party assists disputing parties in resolving conflict through the use of specialised communication and negotiation techniques. ... Typically, a third party, **the mediator**, assists the parties to negotiate towards an agreed resolution.”*

Mediation support can help prevent an informal complaint from escalating to a formal complaint.

The session can be tailored to individual needs/circumstance. Contact us for further information and cost.

## Panel Member Support

If your governing board hasn't got a joint panel agreement in place and is struggling to form an independent panel, Governor Services can provide an experienced panel member to be part of the panel.

Contact us for further information and cost.

## Development for Chairs

In partnership with The National Governance Association (NGA), Governor Services can offer this development programme to chairs of governors in Warwickshire. The programme is funded by the Department for Education and provides chairs, vice chairs, committee chairs and future chairs opportunities for developing leadership skills and confident governance.

This is a leadership programme designed for those in a chairing role, or a future chair, and will include:

- Three face-to-face workshops focusing on leadership development;
- A 360-degree diagnostic to evaluate strengths and development needs;
- Access to interactive e-learning modules and resources;
- Participation in action learning sets;
- Support with creating a school-based project and action plan.

For more information please contact the NGA on Tel: 0121 237 4600 or email: [leading.governance@nga.org.uk](mailto:leading.governance@nga.org.uk)

## Development for Clerks

Level 3 Certificate in Clerking of School and Governing Boards Governor Services are pleased to be working in partnership with the National Governance Association to provide the DfE funded training for clerks.

This accredited programme is designed for new and experienced clerks currently working in all school and trust settings. It helps develop the knowledge and skills needed for high-quality clerking.

For more information please contact the NGA on Tel: 0121 237 4600 or email: [leading.governance@nga.org.uk](mailto:leading.governance@nga.org.uk)

## Headteacher Induction Programme

This programme is aimed at Headteachers who are new to Warwickshire and those who are already Warwickshire staff but are new to headship.

Delegates will receive updates on key topics including:

- Introduction to Warwickshire;
- Ethical Leadership - Vulnerable Learners;
- Managing the Organisation;
- School Improvement;
- Review and Reflection.

Delegates will also have the opportunity to meet colleagues from within WCC, other new Headteachers and hear from more experienced Headteachers about the lessons they have learned along the way. There are six sessions throughout the year – four full days and two half days.

The cost for the whole programme is £545 which includes the presentations, venue cost, lunch (for full days) and refreshments.

## Subscription to External Services

### GovernorHub

GovernorHub is a purpose-built internet platform designed by governors for governors. It provides:

- A simple way to keep up to date with governance issues and topics with live news feeds;
- A secure online storage for governing board minutes, agenda, policies and other documentation; Access to the Governor Services document resource library;
- GDPR compliance.

At a “touch of a button” it also offers:

- Tools for the Clerk - the Clerk can be set up as an administrator and will easily be able to: set up meetings; upload documents for governors to review/use; download reports as and when necessary e.g. committee list, training records; add and remove governors; control which governors are on which committees; access and update governor contact information;
- Confidential and accessible storage for your own governing boards documents – all in one place and easily available to all governors;
- A shared calendar which enables meetings and activities to be recorded instantly and which can be synchronised to governors’ phones and / or calendars;
- A private area for governors / governing boards to exchange messages and emails;
- The ability to find key data about their school via links to local and national sources and are able to view data / search for different schools;
- Ability to access / amend their own personal details and update and maintain their training records;
- National and local education news;
- Links to DfE and Ofsted data;
- A governing board health check questionnaire to help with self-evaluation.

### GovernorHub free trial

Schools/Academies can access a free trial for one month by logging onto the GovernorHub website and clicking on the ‘Try for Free’ button before making a decision to subscribe.

The cost to subscribe to GovernorHub is: £130 per year for schools subscribing to one of our other services and £210 for non-subscribing schools.

## Learning Link - E learning *E-LEARNING ANYTIME, ANYWHERE*

NGA Learning Link offers flexible e-learning to help governors, trustees, chairs and clerks develop their governance skills and knowledge.

NGA has teamed up with Virtual College, one of the UK's top e-learning providers, to deliver an innovative e-learning portal for governors, trustees and clerks. The modules provide interactive and engaging e-learning, with next steps guidance for further development and links to essential resources covering topics such as vision, ethos and strategic direction; pupil success and wellbeing; the best use of resources and much more.

- Over 50 e-learning modules covering a wide range of topics;
- A certificate of achievement with every module n Secure access, 24 hours a day, 7 days a week;
- Multi-device access – desktops, tablets and smartphones;
- Tracked learning – revisit content, take a break or pick up where you left off;
- A dedicated support service.

Bite-sized modules – a selection of modules that take 5-10 minutes to complete. Dip in and out depending on how much time you have, fill knowledge gaps when you need it most, or use them as part of a more strategic approach to tackling organisational governance issues, by completing them with your board before a meeting.

Schools who subscribe to Warwickshire Governor Services and who wish to access Learning Link will benefit from a subsidised cost of £75 per year for Learning Link membership. The cost to non-subscribing schools will be the full £165 subscription price.

## The School Bus

*'The latest knowledge, best practice, total compliance'*

The School Bus keeps you up-to-date with the constantly shifting expectations of the Education sector by telling you what's changed and what you need to do next, then giving you the tools to take action.

- 50+ model policies made using only the latest legislation and guidance;
- Time-saving templates for every admin task you can think of from job descriptions to risk assessments;
- How-to guides breaking arduous processes into manageable tasks;
- 3-Minute Reads breaking lengthy DfE guidance into short, digestible quick read guides;
- 30 Minute Work Week - the latest must-do compliance actions turned into 5-minute jobs  
Smart Excel trackers that automatically turn data into powerful reports.

**Plus:** any question you have, any resource you require, the School Bus will send a fully referenced solution, based on the latest guidance and legislation, straight to your inbox within 3 working days.

With a single subscription, all your school leaders, teachers and governors can benefit from what The School Bus has to offer. No hidden costs. No extra charge for governors.

**Plus:** for a limited time only, all Warwickshire schools are eligible for 5% off. To find out more please contact [cody.white@hub4leaders.co.uk](mailto:cody.white@hub4leaders.co.uk) or call him on 07734604823.

## Service Standards

### 1. Our tutors:

- Have experience of training and development;
- Are school governors themselves or experienced in working with school governors;
- Have experience of working with people and/or dealing with complex matters/strategic planning in a business or public sector context;
- Will communicate effectively and clearly;
- Will liaise with the school in advance of an in-house course to ensure that they are aware of any issues of particular concern.

### 2. Our courses:

- Are regularly updated to reflect current regulations, guidance and good practice;
- Take a practical approach to the role of the school governor;
- Recognise that governors come from a variety of backgrounds;
- Take account of the differences between different types of school;
- Include relevant explanation of the school governance regulations;
- Include opportunities for participants to share experiences and ask questions;
- Promote equality and diversity.

### 3. Our course materials:

- Contain full and appropriate content;
- Are distributed during the course.

4. We make every effort to ensure that courses take place as booked but reserve the right to cancel a course in exceptional circumstances. In such cases we will give reasonable notice except in cases of emergency.

5. If you cancel a booking on a centre-based course, a cancellation charge will apply. Please see the 'how to book courses' section for more details.

**Delegate Responsibilities** Section 22 of the Education Act 2002 provides that local authorities should ensure that training they consider necessary to discharge their duties is made available to every governor, free of charge. It is also possible for governing boards to suspend governors who refuse to undertake necessary training.

**School Obligations** Governors are provided with training, free of charge, to enable them to discharge their functions effectively. The budget for governor training is delegated to schools. To discharge this function, the schools have the option' to subscribe to the Governors Services Professional Development Programme. Where we are delivering an in-house course, you will be required to provide appropriate facilities for those attending, including refreshments.

## Governor Services Team

### **Sue Casey** - Manager, Governor Services

In her role Sue:

Oversees the management of both the clerking and development traded services and the support and intervention for governors in schools causing concern. She works closely with colleagues in the broader Education Services team to ensure professional tailored governance development and support is in place to strengthen the impact of leadership and management.

01926 745619

[suecasey@warwickshire.gov.uk](mailto:suecasey@warwickshire.gov.uk)

### **Gurby Dhesi** - School Governance Traded Services Officer

In her role Gurby:

- Coordinates and manages the traded service for governor training;
- Plans and undertakes the administrative arrangements for a financially viable annual governor development programme and other training and development activities for governors and clerks;
- Manages the LA Clerking traded service;
- Develops the quality of the LA clerking service provided to governing boards, through the appropriate recruitment, deployment, training and monitoring of the team of clerks;
- Line and performance manages the team of clerks;
- Provides advice, guidance and support' to all members of the governing board including Clerks either by email or telephone.

01926 745137

[gurbydhesi@warwickshire.gov.uk](mailto:gurbydhesi@warwickshire.gov.uk)

### **Amanda Gardiner** –School Governance Support & Communications Officer

In her role Amanda:

- Provides advice, guidance and support' to all members of the governing board either by email or telephone;
- Manages all governor services communications including, Newsletters (Governance Matters), Governor Services Website, Resource Library and GovernorHub;
- Supports governing boards with governor Recruitment & Appointments including the appointment of LA governors.

01926 745139

[amandagardiner@warwickshire.gov.uk](mailto:amandagardiner@warwickshire.gov.uk)

**Julia Kenny** - School Governance Improvement Officer

In her role Julia:

- Provides in-school guidance and support to the governing boards of Schools Causing Concern, as designated by WCC Education Services. This may cover any aspect of school governance, including policy, governance structures, working relationships, governance roles and responsibilities;
- Ensures that school governing boards and Headteachers address concerns related to leadership and governance, as identified by Local Authority (LA) officers, Ofsted, Regional Schools Commission or others.

01926 743014

[juliakenny@warwickshire.gov.uk](mailto:juliakenny@warwickshire.gov.uk)

**Sundari Cleal** - Administrative Assistant, Training

In her role Sundari:

- Provides administration of all courses including in-house training sessions;
- Monitors the Governors email in-box;
- Processes New Governor appointments;
- Produces course materials including photocopying, collation and binding;
- Is responsible for the marketing and reminder emails sent to clerks;
- Manages the telephone helpline by taking calls for bookings, answering general enquiries or signposting the caller.

01926 745117

[sundaricleal@warwickshire.gov.uk](mailto:sundaricleal@warwickshire.gov.uk)

**Catherine Chatterton** - Administrative Assistant, Clerking (works Monday to Thursday)

In her role Catherine:

- Provides advice to clerking service clerks on governance, constitutional, and procedural matters;
- Provides administrative support for the recruitment of LA Clerks;
- Provides administrative support in the Induction and appointment of the new clerks;
- Provides clerking cover as required.

01926 742674

[catherinechatterton@warwickshire.gov.uk](mailto:catherinechatterton@warwickshire.gov.uk)

**Lynn Handford** - Administrative Assistant (works Wednesday to Friday)

In her role Lynn:

- Plans and co-ordinates the Headteacher Induction Programme;
- Provides advice in response to Headteacher resignations and recruitment;
- Updates the governing board membership database.
- Undertakes the LA Governor recruitment process.

01926 742940

[lynnhandford@warwickshire.gov.uk](mailto:lynnhandford@warwickshire.gov.uk)

**Governor Services Help Line: 01926 745120**

**Governor Services Email: [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk)**

**Governor Services website: [www.warwickshire.gov.uk/governors](http://www.warwickshire.gov.uk/governors)**