

Governor services training directory

Summer 20/21

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Welcome to the Summer term 2020-2021 edition of the Governor Services training directory

With the ongoing Covid-19 pandemic and in the interests of safety we have decided that the Summer term governor training courses will continue to be delivered virtually. Our aim is for the Autumn term 21/22 training to be a mix of both face-to-face training, with some virtual sessions on offer; we are aware that offering training virtually has been welcomed by some, so aim to continue to offer some virtual training sessions each term. Our Autumn term 21/22 face-to-face training sessions, will for the time being, continue to be held at one central venue, where we can still maintain social distancing and a covid secure environment.

With all virtual training courses, once your clerk has booked your place via CPD online, you should receive a confirmation email with PDFs of the course materials and the virtual meeting joining instructions attached. If you do not get these attachments along with the confirmation email, please get in touch immediately. We ask that the Clerk to Governors, or the CPD leader that makes the training bookings, always ensures that the correct email address of the delegate is detailed on CPD, and that, after they have made the booking on behalf of the governor, they then follow-up to ensure that the delegate has received the booking confirmation and attachments. We want to avoid a situation where multiple attendees are unable to access the training due to missing emails/ attachments and having to contact Governor Services for assistance on the day of the training.

Core governor training

New governor induction

New governor induction training comprises three 2-hour training sessions, over consecutive weeks; each session develops one of the three modules of the national training programme for governors.

The **first module** looks at the process of governance, the overall role and responsibility of governing bodies and focuses on the way the governing body determines the strategic direction of the school.

The **second module** clarifies how governors challenge and support the school by being a 'critical friend'. It focuses on the monitoring and evaluation aspect of the governor's role.

The **third module** explores how the governing body, as the body with overall responsibility for the school, holds the school to account and is itself accountable to the parents and wider community for its work.

As New Governor Induction training is highly recommended for all new governors, the price of this 3-part course is subsidised by Governor Services to support attendance.

Cost: £105 (+ VAT) Discounted price for schools with a Governor Services SLA

Cost: £155 (+VAT) Standard public price

- **GOV/21/041**, Tuesdays, 27 April, 4 & 11 May 2021, 4-6pm, Microsoft Teams
- **GOV/21/042**, Wednesdays, 12, 19 & 26 May 2021, 6-8pm, Microsoft Teams
- **GOV/21/043**, Tuesdays, 15, 22 & 29 June 2021, 10am-12noon, Microsoft Teams

Taking the chair

This course is designed for new chairs/vice chairs/chairs of committees and those governors who wish to prepare for the role of chair or need a refresher. The focus of this programme is on the particular skills and knowledge needed to lead and motivate governing bodies to achieve the shared vision for the school and contribute to school effectiveness and improved pupil achievement. It uses a variety of learning approaches and emphasises the practical application of knowledge and skills.

As Taking the Chair training is highly recommended for all new chairs/ vice chairs, the price of this 2-full days course is subsidised by Governor Services to support attendance.

Governor Services SLA price: £225 (plus VAT)

Standard price without Governor Services SLA price £285 (plus VAT)

- **GOV/21/044**, Tuesdays, 8 June & 6 July 2021, 9.30am-3pm, Microsoft Teams

Clerk's Training

This course is designed to enable experienced Clerks to refresh, consolidate and further develop their competences and for new Clerks to develop the competences necessary to provide a professional Clerking Service. The training will comprise of the three sessions which will cover 'The Clerk and the Governing Body', 'The Clerk as an Administrator' and 'The Clerk as an Adviser', and Clerks will acquire knowledge, understanding and skills as a result of completing each session.

As Clerk to Governor's training is highly recommended for all Clerk to Governors, the price of this 3-part course is subsidised by Governor Services to support attendance.

Governor Services SLA price: £195 (plus VAT)

Standard price without Governor Services SLA price £245 (plus VAT)

- This course is currently not available this term, and we are currently organising dates for the following term.

Additional governor training

Clerk's workshop

This workshop is aimed at briefing newly appointed clerks and those with little experience on the essentials of their work. Clerks with more experience who require a 'refresher' are also welcome. It will review the work of clerks and expectations of them. There will be plenty of opportunity to discuss any issues and clarify any points for individual clerks.

As Clerk's workshop training is highly recommended for all newly appointed Clerk to Governors, the price of this half-day course is subsidised by Governor Services to support attendance

Governor Services SLA price: £95 (plus VAT)

Standard price without Governor Services SLA price £145 (plus VAT)

- This course is currently not available this term, and we are currently organising dates for the following term.

Governors and the requirements of the SEN code of practice

This course will explore the role of governors in ensuring the school meets its statutory duties as set out in the SEN Code of Practice. It will outline the expectations of the governing board and will provide an insight into the role and responsibilities of school leaders and staff at all levels. A range of evaluative approaches will be explored to enable governors to effectively hold leaders to account for the performance of pupils with SEND.

This course will be of interest to both new and experienced governors, particularly SEN governors

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- **GOV/21/062**, Tuesday, 18 May 2021, 6-8pm, Microsoft Teams

Governors guide to school funding and financial management

The course will examine how schools currently receive their funding, with an update on the changes to school funding for 2018-19 and future years. It will also consider the tools available to help schools and governor's plan their school budget and monitor expenditure effectively. Finally, it will provide an overview of the Schools Financial Value Standard (SFVS) for maintained schools, Financial Management and Governors Self-Assessment (FMGS) for academies, together with the implications for Governors. This course will be of interest to both new and experienced governors, particularly those who sit on Finance Committees

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- This course is currently not available this term, and we are currently organising dates for the following term.

Governor visits

The aim of the course is to develop governors' understanding of their statutory responsibility to strategically monitor and evaluate the work of the school through the strategy of governor visits. The course will develop a greater awareness of the wide range of opportunities for governor visits, including formal and informal visits, share good practice in relation to planning effectively for a visit, considering the protocols for visits: things to do before, during and after a visit, creating the correct impression and atmosphere and reporting outcomes to the full governing body to demonstrate how governors are effectively holding the school to account. The course will also raise awareness of how governor visits support the governors in meeting Ofsted requirements, whilst knowing what questions to ask and when.

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- This course is currently not available this term, and we are currently organising dates for the following term.

Headteacher's appraisal

Also known as Headteacher's performance management This course aims to ensure that governor reviewers have a knowledge of the new appraisal regulations for headteachers, ensure governors have an understanding of their role and responsibilities regarding headteacher appraisal and develop an understanding of the procedures to be followed for successful appraisal to take place.

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- **GOV/21/061**, Wednesday, 30 June 2021, 4-6pm, Microsoft Teams

Health and safety for school governors

What you need to know about Health and Safety within your school? This course aims to:

- Provide an understanding of your role as a health and safety governor, specifically your responsibilities and duties in all school types (e.g. maintained, academy, foundation, etc);
- Introduce health and safety legislation, including regulations, approved codes of practice and recognised standards;
- Explain '*so far as is reasonably practicable*' and what this means in practice;
- Provide an understanding of the risk assessment process Inform you of where you can find information that is useful and practicable for your role and school;
- Explain how to carry out your duties as a health and safety governor;
- Allow provision to ask as many questions as you wish and share good and not-so-good practice.

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- This course is currently not available this term, and we are currently organising dates for the following term.

Here comes the new EYFS Curriculum! Changes, changes, changes!

The Department for Education is to change the Early Years Foundation Stage (EYFS) in September 2021.

The government says the changes will improve outcomes for all children, but particularly the language and literacy outcomes for disadvantaged children and reduce teacher workload. There are to be significant changes to the educational programmes, the ELG's, to the assessment and moderation process for the Early Years Foundation Stage Profile and a change to the safeguarding and welfare requirements to promote good oral health.

The DfE says that the changes are intended to:

- make all 17 ELGs clearer, more specific and easier for teachers to make accurate judgements
- focus on strengthening language and vocabulary development to particularly support disadvantaged children
- strengthen literacy and numeracy outcomes to ensure all children have a good grasp of these areas of learning in preparation for year 1
- ensure the ELGs are based on the latest evidence in childhood development
- ensure they reflect the strongest predictors of future attainment.

All schools and settings will need to be ready to implement these changes from the beginning of the Autumn term 2021 and Governors will need to be informed of how the changes will impact on provision and the way progress will be reported to them.

The changes to assessment and recording are requiring a big change of mindset and practice and we will be able to explore these changes and discuss what it will mean for individual schools.

We will also discuss the arrangements for the New Reception Baseline also to be implemented in September 2021

All Local Authorities will receive National training to support this training so that messages are clear and consistent across the country.

As the new documentation is still to be completed and distributed by the DfE you will be sent details of the documentation you will need to refer to, nearer the course date.

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- **GOV/21/065**, Wednesday, 7 July 2021, 6-8pm, Microsoft Teams

Knowing WHAT questions to ask and WHEN to ask them

'Supporting the development and self-evaluation of your school by knowing what questions to ask and when to ask them'

Effective schools are those that accurately evaluate provision as part of a robust cycle. Governors can play a key role in providing leaders with supportive and critical strategic challenge. However, as non-educationalists, many governors can find this role daunting.

This course guides governors through the key questions they should be asking to ensure that leaders are challenged about those aspects of schools that are most important. It also supports governors to fulfil their core statutory function and prepares them for the types of questions Ofsted inspectors will ask.

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- **GOV/21/059**, Wednesday, 28 April 2021, 6.30pm-8.30pm, Microsoft Teams

Pupil premium

This course will explore the role of governors in ensuring the school meets its statutory duties in relation to pupil premium grant funding. This session aims to identify the key aspects that governing bodies need to consider, review the relevant research around pupil premium, explore range of evaluative approaches to enable governors to effectively hold leaders to account for the performance of pupils eligible for pupil premium funding, share a toolkit of useful resources available to governors and provide a forum to share experiences and effective practice.

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- **GOV/21/063**, Tuesday, 25 May 2021, 6-8pm, Microsoft Teams

Safeguarding children in education: governor's roles and responsibilities

This course will inform governors about recent legislative national and local developments in child protection, clarify the roles and responsibilities of governors in relation to safeguarding and promoting the welfare of children and young people in their schools and provide a basic awareness of child abuse and the effect it can have on children.

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- **GOV/21/109**, Wednesday 5 May 2021, 6-8pm, Microsoft Teams

Understanding school performance data ASP

This session will provide an important insight into using ASP Data. The course will enable you to understand the contribution and limitations that the data makes to school self-evaluation, be familiar with the range of data available within the system and have the skills to interpret it, have knowledge of key terms and concepts used in ASP and an understanding of the protocols to follow and be aware of how you can use the data to challenge and support your school

Governor Services SLA price: £68 (plus VAT)

Standard price without Governor Services SLA price £95 (plus VAT)

- This course is currently not available this term, and we are currently organising dates for the following term.

Bespoke full governing board training

We can happily provide bespoke full governing board training for your board of governors on the majority of our standard courses above, and can also offer courses where the content has been specifically tailored to meet the needs of your board. We will take time to understand the training needs of your board and create a training session to cover all that is required.

Depending on the length of the course and the preparation time required the costs may vary, however the price for a typical 2-hour governor training session, with up to 18 governors attending, is:

Governor Services SLA price: £270 (plus VAT)

Standard price without Governor Services SLA: £355 (plus VAT)

If you would like to discuss your board's bespoke training needs with us please contact Governor Services direct on telephone 01905 846400 or email Governortraining@worcschildrenfirst.org.uk.

Booking information

How to book using CPD online:

1. Visit [Worcestershire Children First CPD online \(opens in new window\)](#)
2. Enter your user ID and password to continue into CPD online.
3. Select the search events option and use either the date calendar or search engine to find the course.
4. Select full details for further course information.
5. Select request a place to book staff onto the course.
6. Each member of staff must be individually booked.

Problems with CPD online

Technical problems, account queries, password re-sets, governors not attached to your establishment, governors that have left, duplicate governors, and any questions regarding booking training then contact training team, telephone 01905 846400 or email Governortraining@worcschildrenfirst.org.uk

If for any reason governor training are unavailable, then the training team can help on 01905 844 420 or email WorkforceSupport@worcschildrenfirst.org.uk

Confirmation

All course confirmations occur at the time of the booking on CPD online therefore no further joining instructions will be sent out. It is the responsibility of those booking training to ensure that all cancellations and transfers follow our terms and conditions.

Please ensure that any handouts attached to the confirmation email are brought along to the training.

Waiting lists

We operate waiting lists for all our courses. As places become available, they will be allocated based upon the date and time of your original booking. You will be contacted by telephone/email to offer you the available place.

Planning your training

Please be aware that due to the popularity of some courses e.g. new governor induction/ safeguarding children in education, we strongly advise you to book early. Please note that if a course is undersubscribed it may no longer be viable to run the session, in which case the course will be cancelled, and an alternative session will be suggested where possible.

Respect for others

When attending any training all delegates are politely requested to give their full attention to the trainer and follow their instructions regarding the use of mobile phones. Inappropriate conduct at training events will be reported to setting managers and/or registered providers

Certificates

Certificates will now be provided for all courses. To access your certificate, you will need to complete your online evaluation of the course. Your clerk will be sent an email requesting your evaluation and you will need to get in touch with your clerk to complete your evaluation form.

Website

Governor services can now be found on the [Worcestershire Children First website \(opens in new window\)](#). To access the secure areas of the website you will need your governing board's login details which will have been sent to you by your clerk to governors when your school purchased the Governor Services SLA.

If your clerk is unable to access the secure area of the website, then please contact the Governor Services team on 001905 846400 or email governorservices@worcschildrenfirst.org.uk

E-store

Did you know? You can arrange bespoke training and consultancy through [Worcestershire Children First eStore \(opens in new window\)](#)

Terms and conditions

All bookings must be made using Worcestershire Children First CPD online.

All confirmation emails must be forwarded to the delegate accordingly.

If needed a booking can be transferred to an alternative date with advance notice, to do this contact the relevant team below.

- Early Years, telephone: 01905 844 420, email: WorkforceSupport@worcschildrenfirst.org.uk
- Governor Services, telephone: 01905 845 219, email: Governortraining@worcschildrenfirst.org.uk
- Schools, telephone: 01905 844 420, email: WorkforceSupport@worcschildrenfirst.org.uk
- Conferences, telephone: 01905 844030, email: Conferences@worcschildrenfirst.org.uk

Invoices

Invoices are generated at the point of booking your training course or conference and this does not affect your terms and conditions or cancellation rights.

Invoices will be sent via email to the main email address given, therefore it is essential that these emails are not sent to junk or spam folders.

Further information regarding invoices, disputes and payment are detailed below.

Cancellations

All cancellations must be made on CPD online

If you wish to supply additional information in support of your cancellation, then please email the relevant team.

No cancellation charge applied	When the cancellation is made with 15 working days ** or more notice
No cancellation charge applied	Under extreme circumstances i.e. Ofsted, bereavement, hospitalisation and we ask that you inform us immediately
Full course fee applied	When the cancellation is made within 0 – 14 working days of the start date of the course (event) and there is no take up from waiting list
Full course fee applied	On return of the register where delegates did not attend and no notice for this was received

** Working days are defined as Monday to Friday

VAT

Worcestershire Children First is a VAT registered entity. Therefore, VAT at the prevailing rate will be added to all invoices. This is in line with HMRC rules and is consistent with services you may currently be purchasing from other external parties. In most cases the input VAT can be claimed back. Please seek independent financial advice should you be unsure about your VAT status.

VAT Code Explanation

Code	Description
S	Standard Rated Output VAT
L	Lower Rated Output VAT
LE	Exempt from Output VAT
O	Outside the scope of Output VAT
Z	Zero Rated Output VAT

Payment methods:

Please quote your invoice reference on all payments.

Please submit payment promptly in accordance with our payment methods.

Bacs or bank transfer

- Sort Code: 20-98-87
- Account Number: 33962148

This is the most reliable, simple and secure way to make a payment. Please reference the invoice number from your Remittance Advice. If you are paying more than one invoice, quote your customer number as your reference.

Automated telephone payments

Call 0300 456 2206. You will need your invoice number and debit or credit card details to hand. Your privacy and security are our prime concern and our payments system encrypts your personal information. Calls will be charged at the local call rate. If you have a calling plan which includes free local calls, then 0300 calls are also free and if you have a mobile contract, they are also included as part of any free minutes.

Internet payment facility

Pay your invoice online at any time using your debit or credit card. We accept Delta, JCB, Maestro, MasterCard, Solo, Switch, Visa Electron & Visa.

To make a payment online go to www.worcestershire.gov.uk and click on 'Pay'. Go to the [secure online payments site](#) link and Select Debtor Invoices. When making online payments you can add multiple invoice numbers by selecting "add to list". Your privacy and security online are our prime concern and our payments system encrypts your personal information.

[Information on Are Online Payments Safe? \(opens in new window\)](#)

Queries

Please have your Account number and Invoice reference ready.

We are open Monday to Friday 8:30am - 5:00pm

Any enquiries regarding the invoiced service contact

- training, telephone: 01905 844420, email: WorkforceSupport@worcschildrenfirst.org.uk

For enquiries regarding payment please contact

- telephone: 01905 676497 or email: wccaccountsreceivable@linerata.com

To contact by letter: Worcestershire Children First, County Hall, Spetchley Road, Worcester WR5 2NP