Governor services training directory

Summer 23/24

Contents

Governor services training directory 0
Summer 23/24 0
Welcome to the Summer term 2023-2024 edition of the Governor Services training directory 2
Core Governor Training Offer 3
New Governor Induction 3
Chair of Governors Training 4
Clerk to Governor's Training 4
Clerk's Workshop 4
Holding the School to Account 6
Are you Ofsted Ready? 6
Effective Governance for Effective Monitoring 6
Governors Developing a 3 to 5 Year Strategic Plan 7
Safeguarding: Holding leaders to account for the effectiveness of safeguarding 7
Additional governor training to support governors in fulfilling their Statutory Responsibilities 8
Complaints Governor Training 8
Governors and the requirements of the SEND code of practice 8
Effective Governance to support School Attendance 9
Governor Self-Evaluation 9
Headteacher's Appraisal 10
Health and Safety for school governors 10
Pupil Premium governor training 10
Full governing board training 11
Booking information 11
How to book using CPD online: 11
Problems with CPD online 11
Confirmation 12
Waiting lists 12
Planning your training 12
Respect for others 12
Certificates 12

WORCESTERSHIRE CHILDREN FIRST

Website 12
E-store 12
Terms and conditions 12
Invoices 13
Cancellations 13
VAT 13
Queries 14

Welcome to the Summer term 2023-2024 edition of the Governor Services training directory

The majority of our courses will continue to be hosted virtually for the foreseeable; the feedback Governor Services have received over the last few terms have shown that virtual training works well and generally fits in better with delegates busy schedules and this has been refelected in the uptake of both virtual and face to face sessions that we have organised. Courses where more interaction and discussion is required will be held face to face at a central Worcester venue.

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 Offer

The courses below have been developed to support governing boards and their Clerks in understanding their roles and responsibilities to meet their 3 core strategic functions in line with DfE expectations.

New Governor Induction

New governor induction training comprises of 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 boards and focuses on the strategic work of the governing board.

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 in holding the school to account in a systematic and robust way.

The **third module** explores how the governing board, with overall responsibility for the school, demonstrates its accountability for holding the school to account and for holding itself to account to a wide range of stakeholders.

As New Governor Induction training is highly recommended for all new governors, the price of this 6 hour course, held over 3 sessions, is subsidised by Governor Services to support attendance, so boards with an Governor Services SLA will currently be charged only £25p/h per delegate for this course.

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course Code: 10107 Session Code: 84383	Tuesday 11th 18th & 25th June 2024	6-8pm	Virtual session via Microsoft Teams	£150 (+ VAT)	£300 (+VAT)
Course Code: 10107 Session Code: 84384	Monday 24th June, and 1st & 8th July 2024	4-6pm	Virtual session via Microsoft Teams	£150 (+ VAT)	£300 (+VAT)

Chair of Governor's Training

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 training is on the skills and knowledge needed to lead and motivate governing boards 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. This course provides Chairs with the opportunity to network with other Chairs, reflect on current practices and develop strategies for improvement with the support of different toolkits shared within the training.

As our Chair of Governor's training is highly recommended for all new chairs/ vice chairs, the price of this 9 hour course, held 3 sessions, is subsidised by Governor Services to support attendance, so boards with an Governor Services SLA will currently be charged only £25p/h per delegate for this course.

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course code: 10163 Session code:				£225 (+ VAT)	£450 (+ VAT)

No scheduled course this term

Clerk to Governor's Training

The role of the Clerk is pivotal to effective governance. This course is designed with the Clerking Competency Framework in mind. It will 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 to their boards. 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. This course provides Clerks with the opportunity to develop supportive networks with other Clerks, sharing practical and effective systems and processes to support and develop their own skills and expertise resulting in effective governance.

As Clerk to Governor's training is highly recommended for all Clerk to Governors, the price of this 9 hour course, held over 3 sessions, is subsidised by Governor Services to support attendance, so boards with an Governor Services SLA will currently be charged only £25p/h per delegate for this course.

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course code: 10293 Session code:				£225 (+ VAT)	£450 (+ VAT)

No scheduled course this term

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 identify the expectations clerking today. There will be plenty of opportunity to discuss any issues and clarify any points for individual clerks. This workshop provides a good overview of the expectations of the role, how to execute it and signpost Clerks to where they can access information to support themselves and their governors in their roles.

Course Reference	**Dates**	**Time**	**Venue**	**With a Governor Services SLA**	**Without a Governor Services SLA**
Course code: 10008 Session code: 84333	Thursday 13th June 2024	9.30am – 12noon	Virtual Delivery (Teams)	£100 (+ VAT)	£200 (+ VAT)

Holding the School to Account

We offer several courses which will support governors in holding the school to account. These courses focus on the practical ways in which governors can strategically hold the school to account demonstrating one of the 3 core strategic functions.

Are you Ofsted Ready?

This course provides advice and guidance to assist governing boards preparing for an Ofsted inspection. The session will focus on what governors will need to know ready for the inspection, what documents would be useful to support governors during the interview with Inspectors, and support governors in understanding what will be asked of them and how to respond with a clear and concise response.

The session will also include a brief overview of the framework and inspection process.

This course is offered as a full governing board training session, and would be held as in-person training. Price available upon enquiry.

Effective Governance for Effective Monitoring

This course focuses on the key documentation that needs to be in place for effective governor monitoring. It explores the key principles that sits behind school documentation, such as SDP, and focuses on how this documentation can be used effectively to hold leaders to account. This is a highly popular course that has significant impact on the processes and systems governors have in place for effective monitoring through Governing Board meetings and individual governors visits. This course can also be offered as a bespoke course to have the greatest impact.

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course code: 10294 Session code:			Virtual Delivery (Teams)	£80 (+ VAT)	£160 (+ VAT)

No scheduled course this term

This course can also be booked as a full governing board training session, delivered virtually. £320 for governing boards with a Governor Services SLA.

Governors Developing a 3 to 5 Year Strategic Plan

This course is aimed to focus the governors on where they see the school in the next 3 to 5 years time. This strategy sits above the School Development Plan. This session will facilitate governors thinking regarding their aims, values and trajectory of travel to have a structure that is fit for purpose ensuring the viability of the school in the current climate.

This course is offered as a full governing board training session, and would be held as in-person training. Price available upon enquiry.

Safeguarding: Holding leaders to account for the effectiveness of safeguarding

This course focuses on the role and responsibilities of the governing board and the Safeguarding Link Governor in supporting them to execute their roles to meet the 3 core strategic functions and statutory responsibilities in relation to Safeguarding. It will provide an opportunity to reflect upon current governance practices and explore strategies for effective strategic systems and processes for governors to hold leaders to account for the effectiveness of Safeguarding to meet Ofsted expectations. The training will support governors in understanding what challenging questions look like to hold leaders to account, how to plan for effective Safeguarding monitoring visits and strategies for writing effective governor visits reports tor the governing board. The course will look at how governors use Safeguarding information from the school and documentation effectively and help them gain a more in depth understanding of what information to expect from school leaders.

Governors are also encouraged to attend the governor safeguarding course delivered by the WCF Safeguarding Team, as part of their governor induction courses. The course provided by the WCF Safeguarding team offers an overview of 'Safeguarding in Education' which sets the context. The Governor Services safeguarding governor training compliments the WCF Safeguarding training by providing governors with a practical way forward to execute their role to hold the school to account for the effectiveness of Safeguarding and the impact this is having on keeping children safe in education. Governors will be able to reflect on the impact of their own work and evaluate how governance promotes a culture of safeguarding within the school to keep children safe.

Course Reference	**Dates**	**Time**	**Venue**	**With a Governor Services SLA**	**Without a Governor Services SLA**
Course code: 10451 Session code: 84388	Tuesday 14th May 2024	10am-12noon	Virtual session via Microsoft Teams	£80 (+ VAT)	£160 (+ VAT)

Additional governor training to support governors in fulfilling their Statutory Responsibilities

Complaints Governor Training

Training for Governors in applying the correct procedures and protocols in respect of all non-curriculum complaints.

The 2 hour training session covers:

- Written policy for school
- Application and interpretation of policy
- Guidance in dealing with complaints – role of governors
- Issues of confidentiality and support for individuals involved
- Panel meetings to hear complaint

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course code: 10295 Session code:				£80 (+ VAT)	£160 (+ VAT)

No scheduled course this term

This course can also be booked as a full governing board training session, delivered virtually. £320 for governing boards with a Governor Services SLA.

Governors and the requirements of the SEND 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 governors with delegated responsibility for pupils with Special needs and disabilities (SEND)

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course code: 10296 Session code: 84820	Tuesday 21st May 2024	4-6pm	Virtual session via Microsoft Teams	£80 (+ VAT)	£160 (+ VAT)

Effective Governance to support School Attendance

This training course explores the role of governors in ensuring schools are meeting their statutory duties relative to attendance. As schools are required to deliver the expectations within DfE 'Working Together to Improve School Attendance' guidance, this course will enable governors to provide support and challenge to drive improvement.

The course aims to assist governors to:

- Champion and support the promotion of attendance through policy and ethos
- Ensure attendance expectations and statutory duties are met
- Review data, challenge trends and support leaders to focus on strategies towards improvement
- Ensure staff receive adequate training and access to good practice guidance

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course code: 10429 Session code: 84819	Thursday 4th July 2024	4-6pm	Virtual session via Microsoft Teams	£80 (+ VAT)	£160 (+ VAT)

Governor Self-Evaluation

The Governance Handbook and the Governance competency framework refer to effective governors undertaking routine governor self -evaluation. This course will focus on looking at strategies to undertake this role to demonstrate governor accountability.

One of the key core strategic functions is for Governors to hold leaders to account for the impact of the schools work. This course will focus on how governors capture the impact of their own work as an individual, as a committee and as a corporate body.

Through a facilitated discussion we will explore how and what effective governor monitoring looks like and the evidence governors can use to demonstrate the impact they have had on supporting the improvement of school outcomes and driving forward school

improvement through their work. We will look at capturing this information through the use of impact logs and touch on how staff can use this structure to report effectively to governors about the impact of their work. This course can also be offered as a bespoke course to have the greatest impact.

This course is offered as a full governing board training session, and would be held as in-person training. Price available upon enquiry.

Headteacher's Appraisal

Also known as Headteacher's performance management This course aims to ensure that governors understand their statutory responsibilities. It will cover the appraisal regulations for headteachers, ensuring governor reviewers understand their role and responsibilities and how to execute these effectively. This course will enable governors to understand the procedures to be followed for successful appraisal to take place to meet the statutory requirements. The impact of the headteachers appraisal should have significant impact on the outcomes for the pupils in schools. **This is an essential course for all governor reviewers to attend. This course is also suitable for Headteachers to attend.**

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course code: 10081 Session code: 84387	Wednesday 19th June 2024	4-6pm	Virtual Delivery via Microsoft Teams	£80 (+ VAT)	£160 (+ VAT)

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.

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course code: 10082 Session code: 84862	Tuesday 2nd July 2024	6-8pm	Virtual session via Microsoft Teams	£80 (+ VAT)	£160 (+ VAT)

Pupil Premium governor training

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.

Course Reference	Dates	Time	Venue	With a Governor Services SLA	Without a Governor Services SLA
Course code: 10298 Session code: 84821	Tuesday 9th July 2024	4-6pm	Virtual session via Microsoft Teams	£80 (+ VAT)	£160 (+ VAT)

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 we 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 'off the shelf' governor virtual training session, with no trainer preparation required, is:

Governor Services SLA price: £320 (plus VAT)

Standard price without Governor Services SLA: available upon request

In-person FGB training sessions for 2+ hours can be offered, with price upon enquiry.

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

Queries

Please have your 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