

# Spring & Summer terms 2024 - 2025 edition of the Governor Services training directory

## Welcome

Our training programme includes a wide range of governor training courses which are delivered virtually, so you can attend from the comfort of your own home. 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.

**Edition 4 – correct 17/01/2025**

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## 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.**

- Cost with the Governor Services SLA: £150 + VAT per delegate
- Cost without the Governor Services SLA: £300 + VAT per delegate

**Cohort 1:** Dates: 29 January, 05 February and 12 February

- Times 10am to 12pm
- Virtual Delivery
- CPD code: 10107 / 90753

**Cohort 2:** Dates: 18 March, 25 March and 01 April

- Times 6pm to 8pm
- Virtual Delivery
- CPD code: 10107 / 90754

**Cohort 3:** Dates: 30 April, 07 May and 14 May

- Times 10am to 12pm
- Virtual Delivery
- CPD code: 10107 / 90755

**Cohort 4:** Dates: 19 June, 26 June and 03 July

- Times 6pm to 8pm
- Virtual Delivery
- CPD code: 10107 / 90756

## 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: 90757	Tuesday: 24 June, 01 July and 08 July 2025	9.20am – 12.30pm	Virtual delivery	£225 (+ VAT)	£450 (+ VAT)

## Clerk to Governor's Training

The role of the Clerk is pivotal to effective governance. This course 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: 90758	Wednesdays: 25 June, 02 July and 09 July 2025	9.30am – 12.30pm	Virtual delivery	£225 (+ VAT)	£450 (+ VAT)

## 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: 90759	Monday 24 <sup>th</sup> March 2025	9.30am – 12noon	Virtual Delivery (Teams)	£100 (+ VAT)	£200 (+ VAT)

## Governor training on 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

### 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: 90760	Tuesday 29 <sup>th</sup> April 2025	6pm – 8pm	Virtual Delivery	£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: 90762	Tuesday 6 <sup>th</sup> May 2025	6-8pm	Virtual delivery	£80 (+ VAT)	£160 (+ VAT)

### 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: 90766	Tuesday 1 <sup>st</sup> July 2024	4pm - 6pm	Virtual delivery	£80 (+ VAT)	£160 (+ VAT)

## 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: 90763	Wednesday 9 <sup>th</sup> July 2025	4pm- 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: 90764	Wednesday 19 <sup>th</sup> March 2025	6pm - 8pm	Virtual delivery	£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.

<b>Course Reference</b>	<b>Dates</b>	<b>Time</b>	<b>Venue</b>	<b>With a Governor Services SLA</b>	<b>Without a Governor Services SLA</b>
Course code: 10298 Session code: 90765	Wednesday 13 May 2025	4pm to 6pm	Virtual delivery	£80 (+ VAT)	£160 (+ VAT)



## Full governing board training

We can provide bespoke full governing board training for your board of governors as well as offer courses where the content has been specifically tailored to meet the needs of your board, taking the time to understand the training needs of your board and create a training session to cover all that is required.

**Duration:** Please see each course for information regarding duration

**Cost:** Prices will be based upon multiples of the standard 2-hour course as such the prices would be:

- Governing Boards with the Governor Services SLA price: £320 (plus VAT) per 2-hour delivery
- Standard price without Governor Services SLA: available upon request

If you would like to discuss your board's bespoke training needs with us, please contact the Training & Conference team on 01905 844 420 or email [workforcesupport@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.uk)

**What can we offer in-house from our standard range of training (overviews can be found on our previous pages of the training directory)**

- Effective Governance for Effective Monitoring
- Complaints
- Health and Safety for school governors
- Headteacher's Appraisal
- Safeguarding: Holding leaders to account for the effectiveness of safeguarding
- Pupil Premium Governor Training
- Governors and the requirements of the SEND code of practice

**Other FGB courses available:**

**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.

**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.

**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.

### **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 for 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.

### **Governor Self-Evaluation**

- The Maintained Schools Governance Guide refers to boards undertaking 'regular evaluation to monitor and improve the quality and impact of governance'. 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 school's 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 using 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.

### **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.

### **Knowing WHAT questions to ask and WHEN to ask them**

- This course focuses specifically on the strategic questioning governors should be asking to demonstrate support and challenge to their schools. 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. 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.

## Booking information

How to book using CPD online:

1. Visit [WCC CPD](#)
2. Enter your email and password.
3. Select the course via searching for a key word or under all course types the category.
4. Find the course and press select on the date you wish to book.
5. Press Book on Course
6. Check the details of the person booking the course aka the CPD leader are correct.
7. Confirm if the place is for the CPD leader or another member of staff and press next.
8. If it's for the CPD leader, then you skip to step 10.
9. If it's for another member of staff complete all the fields
10. Press submit.
11. Confirmation is IMMEDIATELY issued to the delegate email provided.

### 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.

If for any reason you need your joining instructions to be re-sent, please contact the training team a **minimum of 5 days** before your course is due to take place. The training & conference team can be contacted on 01905 844 420 or email [workforcesupport@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.uk)

### Problems with CPD online

Technical problems, account queries, password re-sets, staff not attached to your establishment, staff that have left, duplicate staff, and any questions regarding booking training then contact training & conference team, telephone 01905 844 420 or email [Workforcesupport@worcestershire.gov.uk](mailto:Workforcesupport@worcestershire.gov.uk)

### 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.

### 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

Once a course is marked as held (bearing in mind a trainer has 10 days to return a register), certificates are immediately issued via email to the delegate email provided for this course.

## Terms and conditions

- All bookings must be made using [CPD online](#)
- All confirmation emails are issued directly to the delegate and CPD leader. We recommend CPD Leaders forward copies to delegates accordingly.
- If necessary, a booking can be transferred to an alternative date with advance notice
- Name changes (substitutions) can be made at any point after booking

To make changes to a booking contact training & conference team:

- Email: [workforcesupport@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.uk)
- Telephone: 01905 844420
- Telephone: 01905 844030

## Invoices

Invoices are normally requested after the training course or conference has taken place. Please note that training / conferences during the month of March we do invoice upfront due to end of financial year. This does not affect your terms and conditions or cancellation rights.

Invoices are issued in one of two ways:

- via the Children's Services Portal (CSP)
- 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.

Cancellation charge and reason:

- **No cancellation charge applied** = When the cancellation is made with 14 days or more notice
- **No cancellation charge applied** = Under extreme circumstances i.e., Ofsted, bereavement, hospitalisation, and we ask that you inform us immediately
- **No cancellation charge applied** = Due to COVID-19 and variants, which has meant staff have had to be re-deployed to ensure the school / setting can open and run.
- **Full course fee applied** = When the cancellation is made within 0 – 13 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

## VAT

Worcestershire County Council 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: S = Standard Rated Output VAT
- Code: L = Lower Rated Output VAT
- Code: LE = Exempt from Output VAT
- Code: O = Outside the scope of Output VAT
- Code: 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: 53583147  
Account Name: WCC County Fund Account

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 4562206](tel:03004562206). 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 and Visa.

To make a payment online go to [Worcestershire County Council](#) 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.

Website: [Are online payments safe](#)

## Queries

Please have your account number and Invoice reference ready.

We are open Monday to Friday 8:30am to 4:00pm

Any enquiries regarding the invoiced service contact:

Training & conference team:

- Email: [workforcesupport@worcestershire.gov.uk](mailto:workforcesupport@worcestershire.gov.uk)

- Telephone: 01905 844420
- Telephone: 01905 844030

For enquiries regarding payment please contact:

- Email: [wccaccountsreceivable@worcestershire.gov.uk](mailto:wccaccountsreceivable@worcestershire.gov.uk)  
Phone: [01905 843400](tel:01905843400)

To contact by letter: Worcestershire County Council, Wildwood, Wildwood Way, Worcester, WR5 2PT