

# Governor Support & Development (GSD)

Training and development programme  
April 2020 - March 2021



Leicestershire  
Traded Services

# Access your services and training online

Leicestershire Traded Services Online (LTS Online) allows you to take control of your accounts, services and training.

The site has been built with schools and academies in mind and one of our main goals when designing it was to make our customers working day easier by cutting down on duplication and administration.

By becoming a customer of Leicestershire Traded Services whether that be through purchasing one off training or subscribing to multiple services, you'll get access to all the great features.

The personalised account area allows you to:

- view all your up to date account information
- access training information and online course bookings

- purchase new products and services
- access and store all your important contracts and policy documents securely in one place
- set up personal alerts for news on training and services that interest you

LTS Online is a one stop shop for anyone working within education.

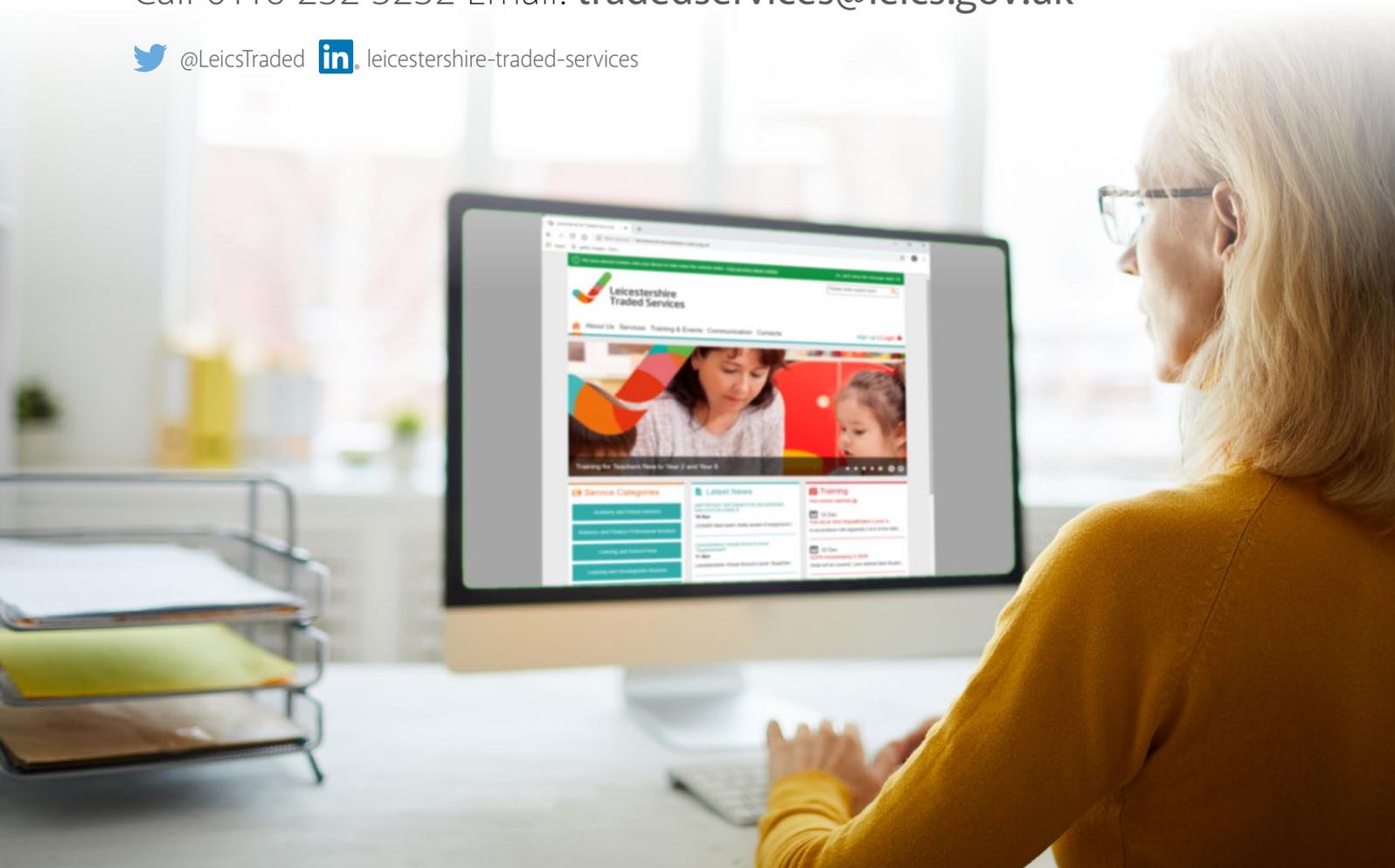
The site is available 24 hours a day, 7 days a week – across all platforms, including PC, mobile and tablet devices.

If you would like to learn more about LTS Online visit:

**[www.leicestershiretradedservices.org.uk](http://www.leicestershiretradedservices.org.uk)**

Call 0116 232 3232 Email: [tradedservices@leics.gov.uk](mailto:tradedservices@leics.gov.uk)

 @LeicsTraded  leicestershire-traded-services



# Welcome to the 2020/2021 Training and Development Programme for Clerks and Governors

Amanda Spielman as HM Chief Inspector of Education, Children's Services and Skills was appointed in January 2017. She has acknowledged that as "the education inspectorate we're rarely loved"; like it or not it is Ofsted that has chartered the course for the current direction of our schools.

As an organisation it's profile with parents is high: figures from the YouGov: Parents Annual Survey 2018 - Parents' awareness and perceptions of Ofsted (29 April 2019) include:

2018 has seen a significant increase in agreement that Ofsted is a reliable measure of quality for schools and childcare and that Ofsted's work helps to improve standards of education

6 in 10 parents feel Ofsted is a trusted judge of standards, and that they are a force for improvement in the education system. Only one third agree that Ofsted acts independently of government

It remains that the vast majority (84%) of parents have read an Ofsted report at some point and most (80%) continued to find the report useful.

She has spoken about education's role in preparing young people for life in modern Britain and in 2019, reflected on progress at the midpoint in her term of office. In her reflections, there continues to be an emphasis on research – particularly:

- the link between exclusions and the life chances of young people; and
- British values - the role of schools in teaching children to respect people who may be different from them; a simple message but one which is difficult to deliver when considering the influences and interactions that Britain and the wider world bring to bear on our pupils; and
- the challenge of curriculum focus - the opportunity to think harder about what should be taught as well as how to teach it as opposed to a focus on performance which had the unintended and unwanted effect of curricula being narrowed across the age groups.

To begin to understand the methodology behind the curriculum focus please do dip into: Inspecting the curriculum - Revising inspection methodology to support the education inspection framework.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/814685/Inspecting\\_the\\_curriculum.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/814685/Inspecting_the_curriculum.pdf)

GSD believe we will see more of the above and a shift in the debate around the purpose of schools. As ever we will seek to keep you as governors as up to date as is possible with the fast pace of consequential changes for schools and Governing Boards.

## **Caroline Woodhouse**

Team Manager, Governor Support and Development.



# Contents

<b>Governance Training Framework</b>	5	Pupil Premium	19
<b>GSD Packages Guidance</b>	6	Risk Management	20
<b>Forums</b>			
Chairs' Forums	7	Safeguarding Children	20
Clerks' Forums	8	Safeguarding Drop-in Session for governors working with the DSL	21
Training & Development Forums	9	Special Educational Needs & Disability and Governing Board	21
SEN Forums	9	The Role of Governors in driving School Improvement	22
<b>Clerks' Development Programme</b>			
Induction Training for Clerks	10	Training & Development Governor workshop	23
Intermediate Training for Clerks	10	Vision, Ethos and Strategic Direction	23
Clerks' Workshop	11	<b>Tailored Made In-house Training</b>	
Clerks' Development Programme	11	<b>Individual Governing Board Development</b>	24
<b>New Governors' Induction Training</b>			
<b>Induction Step 1</b> - The National and Regional Context for Governance and Legal Responsibilities	12	Governing Board Self-Review	
<b>Induction Step 2</b> - The Effective Governing Body and becoming an Effective Governor	12	Improving Schools	
<b>Core Governors' Training Programme</b>			
Academy Finance	13	Planning for Succession in the Governing Board	
An Introduction to the Role of the Chair	13	Using Data for Improvement	
British Values	14	<b>Group Governing Board Development Sessions</b>	25
Careers Education	14	Engaging Parents	
Chairs' Leadership Development Programme	14	Equality & Diversity	
Exclusions	15	Handling School Complaints	
Finance for Maintained School Governors	15	<b>Training from Other LA Department and Organisations (Additional fee attaches)</b>	
Health & Safety Awareness	16	Allegations Management	26
Higher Attaining Pupils	16	Safer Recruitment	26
HR Essentials- Pay & Appeals	16	Foundation Governor Training	27
HR Essentials- HR Policies	16	<b>Applying to attend a session</b>	28
Improving Outcomes for Children in Care	17	How to book	
Leading Effective Meetings	17	Booking confirmation	
Medium Term Financial Planning (Academies and Maintained)	17	Cancellation	
Monitoring - An Approach to Governor Visits	18	Access to courses	
Ofsted - Understanding the Framework	18	Governors' expenses for training	
Performance Management of Headteacher	19	Session Venues	29
		External Review of Governance (ERG)	30
		GDPR Service for Schools	30
		Team Details	32

# Governance Training Framework

This framework provides suggested activities and training for different stages of your term as a governor or trustee

0 – 1 year		6 months – 3 years+		3 years onwards	
<b>New Governors &amp; Trustees</b>		<b>Developing Governors &amp; Trustees</b>		<b>Experienced Governors &amp; Trustees</b>	
<b>Get to know your school</b>	The school should provide you with an induction and share documents to help you get to know the school. Plan to visit the school and meet the staff. You can ask for a mentor from the governing board to support you in the early days.	By this stage you will be an active and confident member of the governing body. You are probably taking on more responsibility and are interested in developing your knowledge in a number of specific areas. You will also be aware of current issues / developments and how these fit within the priorities of your school.		<b>Continuous development / refresh knowledge</b>	Attend training sessions developed by GDS on specific new developments SEN Forums Chairs' Forums
<b>Recommended training</b>	Step 1 -Induction Training for New Governors  Step 2 – Induction Training for New Governors	<b>Personal skills</b>	Leading Effective Meetings An Introduction to The Role of the Chair		<b>Become chair or vice chair</b>
	Monitoring – an approach to governor visits	<b>Governance</b>	Exclusions Health & Safety Awareness HR Essentials The Role of governors in Driving School Improvement Vision and Ethos	<b>Governance</b>	
	Safeguarding Children	<b>Other topics</b>	British Values Finance for Maintained School Governors Higher Attaining Pupils Ofsted-Understanding the Framework Performance Management of Headteacher Pupil Premium SEND & Governing Board		<b>Become a mentor for a new governor</b>
Consider how you could benefit the governing body and focus on a specific area of interest. You may consider taking on a specific role or being involved in a specific committee. Take up training opportunities to develop your knowledge and skills in these areas e.g. finance, health & safety, HR.		<b>Continuous development</b>	Chairs' Meetings SEN Briefings Training & Development Forums		

# A GUIDE TO PACKAGES A, B AND C

All individual elements are available in different combinations – price available on application.

## A

### Full GB subscription

- One in-house training session p.a. (Two hours)
- All GSD publications on offer
- Helpline
- Discounted membership rates

**ACCESS TO**

All sessions listed in index

## B

### Leadership

- All GSD publications on offer
- Helpline
- Discounted membership rates

**ACCESS TO**

Chairs Meetings  
An Introduction to the Role of the Chair  
Chairs' Leadership Development Programme  
Leading Effective Meetings  
Performance Management of Headteacher  
Vision and Ethos

## C

### Clerks'

- All GSD publications on offer
- Helpline

**ACCESS TO**

Clerks' Briefings  
Clerks' Introduction Training  
Clerks' Intermediate Training  
Clerks' Workshops

# Forums

The range of forums will keep you informed of current developments and issues in education affecting schools and academies. They are aimed at specific roles on the governing board.

## Chairs' Forums

---

Chairs' Forums help raise awareness of developments in education and governance. They are an essential source of support and provide a valuable networking opportunity.

### Summer Term

Day	Date	Time	Venue	Code
Tuesday	28 April 2020	10am - 12pm	Leicester Racecourse, Oadby	KCM01
Tuesday	28 April 2020	6pm - 8pm	Beaumanor Hall, Loughborough	KCM02

### Autumn Term

Day	Date	Time	Venue	Code
Thursday	10 September 2020	10am - 12pm	Beedles Golf Club, East Goscote	KCM03
Thursday	10 September 2020	6pm - 8pm	Leicester Racecourse, Oadby	KCM04

### Spring Term

Day	Date	Time	Venue	Code
Wednesday	13 January 2021	10am - 12pm	Salvation Army, South Wigston	KCM05
Wednesday	13 January 2021	6pm - 8pm	Beaumanor Hall, Loughborough	KCM06

## Clerks' Forums

---

These termly forums provide an opportunity for clerks to keep up to date with new developments, share concerns and good practice..

### Summer Term

Day	Date	Time	Venue	Code
Tuesday	12 May 2020	10am - 11.30am	Beaumanor Hall, Loughborough	KCB01
Tuesday	12 May 2020	6pm - 7.30pm	County Scout HQ, Forest East	KCB02

### Autumn Term

Day	Date	Time	Venue	Code
Tuesday	15 September 2020	10am - 11.30am	Beedles Golf Club, East Goscote	KCB03
Tuesday	15 September 2020	6pm - 7.30pm	NSPCC National Training Centre, Beaumont Leys	KCB04

### Spring Term

Day	Date	Time	Venue	Code
Thursday	7 January 2021	10am - 11.30am	Harborough Innovation Centre, Market Harborough	KCB05
Thursday	7 January 2021	6pm - 7.30pm	Beaumanor Hall, Loughborough	KCB06

## Training & Development Forums

---

Training and Development Governors are invited to attend a termly forum where we will share developments in training. These forums also provide a useful opportunity to share good practice with governors from other schools.

### Summer Term

Day	Date	Time	Venue	Code
Wednesday	20 May 2020	10am - 11.30am	Salvation Army, South Wlgston	KTD01
Wednesday	20 May 2020	6pm - 7.30pm	Heartwood Conference Centre, Coalville	KTD02

### Autumn Term

Day	Date	Time	Venue	Code
Wednesday	30 September 2020	10am - 11.30am	Beaumanor Hall, Loughborough	KTD03
Wednesday	30 September 2020	6pm - 7.30pm	NSPCC National Training Centre, Beaumont Leys	KTD04

### Spring Term

Day	Date	Time	Venue	Code
Thursday	21 January 2021	10am - 11.30am	Green Towers, Hinckley	KTD05
Thursday	21 January 2021	6pm - 7.30pm	Beaumanor Hall, Loughborough	KTD06

## SEN Forums

---

These twice yearly forums will update SEN governors on current issues and also provide an opportunity for discussion.

### Summer Term

Day	Date	Time	Venue	Code
Wednesday	3 June 2020	10am - 12pm	Salvation Army, South Wigston	KSN01
Wednesday	3 June 2020	6pm - 8pm	Beaumanor Hall, Loughborough	KSN02

### Autumn Term

Day	Date	Time	Venue	Code
Monday	21 September 2020	10am - 12pm	Beedles Golf Club, East Goscote	KSN03
Monday	21 September 2020	6pm - 8pm	NSPCC National Training Centre, Beaumont Leys	KSN04

# Clerks' Development Programme

## Induction Training for Clerks

---

This course is recommended for those who are new to practising as clerks to governing board.

### Course objectives:

- To give clerks a broad understanding of the role and responsibilities of the governing board
- To enable clerks to carry out their role as minute taker, administrator and record keeper
- To look at the wider expectations of the clerk, in particular the role as advisor to the board on procedures and legislation and working as part of a team

**Intended for:** Clerks with little or no experience of the role.

Day	Date	Time	Venue	Code
Thursday	30 April 2020	10am - 4pm	Beaumanor Hall, Loughborough	KCT01
Wednesday	28 October 2020	10am - 4pm	Salvation Army, South Wigston	KCT02

## Intermediate Training for Clerks

---

This training is recommended for clerks' who have completed the Induction Training for Clerks' and who wish to consider clerking issues in greater depth.

### Course objectives:

- Focus on the clerking competences;
- Ensure good practice

**Intended for:** Clerks who have completed the Induction Training for Clerks' or experienced clerks wish to extent their knowledge

Day	Date	Time	Venue	Code
Tuesday	2 March 2021	10am - 4pm	Leicester Racecourse, Oadby	KCIT01

## Clerks' Workshop

---

The theme for the workshops will be set at the termly clerks' briefings and will focus on current challenges and developments.

Day	Date	Time	Venue	Code
Wednesday	17 June 2020	10am - 12pm	Heartwood Conference Centre, Coalville	KCW01
Wednesday	7 October 2020	10am - 12pm	County Scout HQ, Forest East	KCW02
Tuesday	9 February 2021	10am - 12pm	Salvation Army, South Wigston	KCW03

## Clerks' Development Programme NGA led – additional fee payable

---

Contact GSD to register your interest. Once numbers reach an appropriate level the session will run and you will be contacted.

The Governor Support and Development anticipates continuing to work in partnership with the National Governance Association (NGA) to provide training for clerks.

# New Governors' Induction Training

The induction course is designed to give new or recently appointed governors a good understanding of what is expected of them as a governor in a maintained school or academy. Through presentations, small group activities, discussions and case studies, governors will gain an understanding of the legal framework for governance, how a governing body works and the three key roles that they have to fulfil. You will also have the opportunity to reflect on the skills that you bring to the role of governor in your school.

**Induction Step 1** covers the national and regional context for governance together with clarification of statutory requirements of governing boards.

**Induction Step 2** will focus on the strategies and approaches that lead to effective governance.

**NB It is recommended participants to attend both sessions.**

## Course objectives:

- To understand roles and responsibilities of governing boards in either a maintained school or academy
- To explore how governing boards work in practice, understanding boundaries and delegation
- Develop knowledge and understanding of current 'hot topics' affecting schools

**Intended for:** Governors in their first four-year term and governors wishing to refresh their knowledge of their role

## Induction Step 1 – The National and Regional Context for Governance and Legal Responsibilities

### Maintained Schools

Day	Date	Time	Venue	Code
Thursday	14 May 2020	6.30pm - 8.30pm	Heartwood Conference Centre, Coalville	KMI01
Thursday	1 October 2020	6.30pm - 8.30pm	Beaumanor Hall, Loughborough	KMI02
Tuesday	19 January 2021	6pm - 8pm	Salvation Army, South Wigston	KMI03

### Academies

Day	Date	Time	Venue	Code
Thursday	14 May 2020	6.30pm - 8.30pm	Beaumanor Hall, Loughborough	KAI01
Thursday	1 October 2020	6.30pm - 8.30pm	County Scout HQ, Forest East	KAI02
Tuesday	19 January 2021	6pm - 8pm	Green Towers, Hinckley	KAI03

## Induction Step 2 – The Effective Governing Body and becoming an Effective Governor.

### Maintained Schools

Day	Date	Time	Venue	Code
Wednesday	10 June 2020	9.30am - 1pm	Heartwood Conference Centre, Coalville	KMI04
Tuesday	10 November 2020	9.30am - 1pm	Beaumanor Hall, Loughborough	KMI05
Wednesday	24 February 2021	9.30am - 1pm	Salvation Army, South Wigston	KMI06

### Academies

Day	Date	Time	Venue	Code
Wednesday	10 June 2020	9.30am - 1pm	Salvation Army, South Wigston	KAI04
Monday	9 November 2020	9.30am - 1pm	Green Towers, Hinckley	KAI05
Wednesday	24 February 2021	9.30am - 1pm	Beaumanor Hall, Loughborough	KAI06

# Core Governors' Training Programme

## Academy Finance



The Board of Trustees needs to understand their key role in promoting high standards of governance in their trust as set out in the Academies Financial Handbook. When there are concerns over issues such as executive pay and related party transactions, or where there is insufficient oversight or control of a trust's money – the ESFA will want to work closely with Trustees as they believe effective deployment of financial resources can have a dramatic impact on raising educational outcomes.

This session will look at:

- procedures for preparing and monitoring financial plans
- delivering effective operational controls
- maintaining a system of internal scrutiny to remain compliant

**Intended for:** All governors

Day	Date	Time	Venue	Code
Tuesday	30 June 2020	10.30am - 12.30pm	Anstey Frith, Leicestershire County Council	KAF01

## An Introduction to the Role of the Chair



The chair of governors has a pivotal role to play in helping the governing board to work as a team to challenge, support and contribute to the strategic leadership of the school. This session will provide new chairs of governors with the opportunity to gain a deeper understanding of this vital role and will contribute to an increased confidence in leading governance efficiently and effectively.

### Course objectives:

- To explore the different aspects of being the chair, including the importance of developing effective relationships with the headteacher and other governors
- To consider some of the practical demands of the role, such as chairing a meeting, setting the agenda and working effectively with the clerk
- To understand how to take the lead on strategy and accountability

**Intended for:** New or less experienced chairs of governors. This session would also be extremely useful for aspiring chairs.

Day	Date	Time	Venue	Code
Monday	8 June 2020	6.30pm - 8.30pm	County Scout HQ, Forest East	KCH01
Thursday	15 October 2020	10am - 12pm	Beaumanor Hall, Loughborough	KCH02

## British Values



Through ensuring pupils' SMSC development, schools can also demonstrate they are actively promoting fundamental British values. The session explores how British values fit within this context and will support governors in monitoring and evidencing SMSC and British Values in their school.

**Intent for:** All governors

Day	Date	Time	Venue	Code
Thursday	5 November 2020	6pm - 8pm	County Scout HQ, Forest East	KBV01

## Careers Education



With the government ramping up its expectations on schools in the area of Careers Education and Guidance what do you need to know as governors and what do you need to ensure your school is doing?

This workshop covers the DfE's statutory requirements and expectations and helps governors understand their duties and the Gatsby Benchmarks. It also looks at the key Career-related dilemmas young people and schools face, particularly in years 9, 11 and 13.

Learning objectives will include:

- Governing Boards knowing their statutory responsibilities and the expectations from DfE and Ofsted.
- Governing Boards understanding the key challenges of Career Education and Guidance for their school/ academy/ MAT.
- Governing Boards having a next step action plan to meet these responsibilities and challenges.

**Intended for:** Governors of schools/academies with Key Stage 3, 4 and/or 5.

Day	Date	Time	Venue	Code
Tuesday	1 December 2020	6pm - 8pm	County Scout HQ, Forest East	KCE01

## Chairs' Leadership Development Programme



The Governor Support & Development is pleased to offer training specifically for Chairs of Governors and aspiring Chairs. The Competency Framework for Governance sets out the expectations for the role which covers:

- The Chair is responsible for ensuring the effective functioning of the board.
- It is the Chair's role to give the board clear leadership and direction, keeping it focused on its core functions.
- Chairs should encourage governors to work as an effective team, building their skills, knowledge and experience.
- They need to ensure that all governors are actively contributing relevant skills and experience, participating constructively in meetings, and playing their part in the work of any committees.
- It is their role to make sure every governor knows what is expected of them and receives appropriate induction and training.
- It is for the chair to have honest conversations, as necessary, if governors are not pulling their weight.

This course aims to cover each of the above areas and to provide an insight into how each can be achieved.

**Intended for:** Chairs of governors and aspiring chairs

Day	Date	Time	Venue	Code
Saturday	21 November 2020	10am - 4pm	County Scout HQ, Forest East	KCL01

## Exclusions



This course is a governors' guide to exclusions from maintained schools, academies and pupil referral units in England. It is aimed at governors on the designated committee for the consideration of exclusion decisions.

### Course objectives:

- Develop an understanding of the exclusion process and latest government guidance
- Explore the different responsibilities of the headteacher/principal, governing board and LA/academy trust in the exclusion process
- To examine the functions of the governors' designated committee and the role of governors in reviewing exclusions

**Intended for:** All governors, but will be of particular interest to governors who are members of such committees dealing with exclusions and/or reviews.

Day	Date	Time	Venue	Code
Wednesday	11 November 2020	10am - 12pm	Beaumanor Hall, Loughborough	KEX01

## Finance for Maintained School Governors



Financial management training is essential for school governors. This course is aimed at new governors but will also be of interest to more experienced governors who have not previously attended a finance course.

### Course objectives:

- To understand how decisions made by central and local government influence how much money your school receives
- To understand how a typical school budget is made up
- To explore how governing boards should set, approve and monitor the budget

**Intended for:** All governors on the finance committee

Day	Date	Time	Venue	Code
Thursday	19 November 2020	6pm - 8pm	County Scout HQ, Forest East	KFM01
Thursday	4 February 2021	10am - 12pm	Heartwood Conference Centre, Coalville	KFM02

## Health & Safety Awareness



This course is presented by a member of the Health, Safety and Welfare Team, who will focus on the role of governors in managing health and safety in school and look at the effects health and safety has on the day to day running of a school.

### Course objectives:

- To develop an understanding of the governing board's health and safety responsibility
- To examine the role of the health and safety enforcing authorities on schools
- To explore health and safety issues and current 'hot topics' relevant to schools

**Intended for:** Governors with health and safety responsibilities

Day	Date	Time	Venue	Code
Wednesday	13 May 2020	6pm - 8pm	Leicester Racecourse, Oadby	KHS01

## Higher Attaining Pupils



Governors have a key strategic role to play in ensuring provision is made for higher attaining pupils in their school. Strategies for improvement for higher attaining learners also have a wider impact in enabling ALL pupils to gain maximum benefit. This session will look at what governors can do to support able pupils in their schools.

Day	Date	Time	Venue	Code
Thursday	18 June 2020	6pm - 8pm	Heartwood Conference Centre, Coalville	KHA01

## HR Essentials - Pay & Appeals



This session will provide an update on the most recent School Teachers' Pay and Conditions Document, exploring the process of performance related pay and the application of the local Pay Policy. Governors will develop a greater understanding of their roles on pay committees and pay appeal committees.

Day	Date	Time	Venue	Code
Tuesday	8 September 2020	6pm - 7.30pm	NSPCC National Training Centre, Beaumont Leys	KHR01

## HR Essentials – HR Policies



This session allows governors to develop a greater understanding of the role they play in regards to HR policies, from the point of adopting policies, supporting leaders in the application of policies and through to being a panel member at formal hearings.

Day	Date	Time	Venue	Code
Wednesday	10 February 2021	10am - 11.30am	Beaumanor Hall, Loughborough	KHR02

## Improving Outcomes for Children in Care



Children who are in care are one of the lowest performing groups in terms of educational outcomes. This session will enable you to consider if your governing board is doing everything it can to support children in care with their education.

### Course objectives:

- To examine the role of the Designated Teacher and the governing board
- To highlight the statutory guidance and guidelines for effective working with children in care
- To consider the key points and questions to support Ofsted inspection

**Intended for:** Governor/trustee with responsibility for vulnerable groups. You may wish to consider attending this training with your Designated Teacher for children in care.

Day	Date	Time	Venue	Code
Thursday	12 November 2020	6pm - 8pm	County Scout HQ, Forest East	KCC01

## Leading Effective Meetings



The quality of meetings can dramatically impact the effectiveness of the work of the board and committees. A key component of an effective meeting is the skill of the chair working with both professionals and volunteers with various levels of experience and aptitude.

### Course objectives:

- To explore the essentials of leading a good meeting
- To examine what planning and preparation is needed for a good meeting
- To discuss the skills to stay on track and handle situations that could become difficult

**Intended for:** Individuals new to chairing meetings

Day	Date	Time	Venue	Code
Thursday	11 February 2021	6pm - 8pm	Beaumanor Hall, Loughborough	KEM01

## Medium Term Financial Planning (Academies and Maintained)



The financial climate is expected to continue to be challenging for schools into the future and, consequently, it will be essential that medium term financial planning is undertaken which encompasses a performance framework with finance at its heart.

This session will revisit and update how schools can develop effective strategic financial management and aims to develop options to allow schools to respond to the financial challenges ahead and maintain focus on both pupil outcomes and the effective use of resources.

This session is appropriate for maintained and academy schools.

Day	Date	Time	Venue	Code
Thursday	17 September 2020	10am - 11.30am	Beedles Lake Golf Course, LE7 3WQ	KBF01
Wednesday	23 September 2020	6pm - 7.30pm	NSPCC National Training Centre, Beaumont Leys	KBF02

## Monitoring - An Approach to Governor Visits



One of the key responsibilities of a Governing Body/Board of Trustees is 'monitoring the work of the school', which in practice means monitoring the quality of education, the progress of the pupils and their overall development. School visits may focus on a key improvement priority or statutory duty and are one way of holding the school to account.

This course is essential for all governors in understanding one of the most important responsibilities of a governor and will consider the processes that need to be in place for visits to be an effective part of the monitoring role.

Course objectives:

- To understand the purpose and impact of governor visits
- To explore how visits can be linked to the Governing Board's role in clarifying the strategic direction of the school
- To examine practical considerations in planning visits and methods of reporting

Intended for: All governors

Day	Date	Time	Venue	Code
Monday	6 July 2020	6.30pm - 8.30pm	Heartwood Conference Centre, Coalville	KGV01
Thursday	29 October 2020	6.30pm - 8.30pm	NSPCC National Training Centre, Beaumont Leys	KGV02
Thursday	25 February 2021	10am - 12pm	Salvation Army Conference Centre, Wigston	KGV03

## Ofsted - Understanding the Framework



This session will focus on Ofsted inspections and consider the principal judgements inspectors will make. Governors need to understand their role in an inspection and how they can support their school in demonstrating good standards and the effectiveness of leadership and management.

**Course Objectives:**

- To understand the Ofsted Framework
- To understand steps that can be taken to prepare for an inspection
- To understand the role of a governor in an inspection

**Intended for:** All governors

Day	Date	Time	Venue	Code
Tuesday	16 June 2020	6pm - 8pm	Beaumanor Hall, Loughborough	KOF01
Thursday	8 October 2020	6pm - 8pm	NSPCC National Training Centre, Beaumont Leys	KOF02
Wednesday	27 January 2021	10am - 12pm	Green Towers, Hinckley	FOF03

## Performance Management of Headteacher



This course is a must for governors appointed to performance manage the headteacher. The course is also open to all governors who want to gain a fuller understanding of the performance management process.

### Course objectives:

- To understand how performance management of the headteacher relates to whole school progress and development
- To clarify appraisal regulations and Ofsted's expectations of governors
- To develop governors' knowledge of the performance management planning cycle

**Intended for:** Performance management governors

Day	Date	Time	Venue	Code
Tuesday	30 June 2020	6.30pm - 8.30pm	NSPCC National Training Centre, Beaumont Leys	KPM01
Thursday	24 September 2020	10am - 12pm	Beaumanor Hall, Loughborough	KPM02

## Pupil Premium



Governors are accountable for the way their school spends the pupil premium funding. They should be playing a full part in making decisions about pupil premium spending, as well as asking challenging questions about how effective actions are in improving achievement. Ofsted evaluates carefully the governors' role in deciding how the school is using the pupil premium.

### Course objectives:

- To understand the responsibilities of the governing board in relation to the pupil premium funding
- To understand how schools can ensure the best use of the pupil premium funding
- To consider ways to evaluate the impact of pupil premium spending

**Intended for:** All governors

Day	Date	Time	Venue	Code
Tuesday	23 June 2020	6.30pm - 8.30pm	County Scout HQ, Forest East	KPP01
Thursday	28 January 2021	6.30pm - 8.30pm	Beaumanor Hall, Loughborough	KPP02

## Risk Management



The Academies Financial Handbook requires academy trusts to have sound risk management processes but it is also best practice for maintained schools. The course is appropriate for all schools, irrespective of how well-developed risk management is within the organisation. The course will provide an important base knowledge where risk management is non-existent or under-developed but will also provide fresh ideas where risk management is already well embedded to take it a level further.

This course includes a short workshop session where delegates can work together to develop risk registers through the sharing of ideas and experiences. Delegates are encouraged/welcome to bring along their own organisation's risk register to benchmark against others', however, this is not mandatory.

### Course objectives:

- To understand what risk management is and its importance to an organisation;
- To explore the principles of what makes a good risk register, right through from identifying risks to considering proactive action to mitigate those risks;
- To understand further the governors' ongoing role in monitoring risk (and the management of)

**Intended for:** Finance governors, audit committee governors, governors with responsibility for health & safety

Day	Date	Time	Venue	Code
Tuesday	16 March 2021	6pm - 8pm	Beedles Lake Golf Course, LE7 3WQ	KRM01

## Safeguarding Children



This course will give all governors an overview of their responsibilities and those of their school in relation to safeguarding children. The training is regularly updated to include changes in governance legislation and new initiatives.

### Course objectives:

- To develop an awareness of safeguarding issues for schools
- To enable governors to understand their statutory responsibilities in relation to safeguarding
- To enable governors to monitor and evaluate their school's safeguarding arrangements

**Intended for:** Essential for ALL Governors

Day	Date	Time	Venue	Code
Wednesday	24 June 2020	6.30pm - 8.30pm	Heartwood Conference Centre, Coalville	KSG01
Tuesday	13 October 2020	10pm - 12pm	Beaumanor Hall, Loughborough	KSG02
Wednesday	25 November 2020	6.30pm - 8.30pm	County Scout HQ, Forest East	KSG03
Wednesday	3 March 2021	10am - 12pm	Market Harborough Innovation Centre	KSG04

## Safeguarding Drop-in Session for governors working with the DSL



The drop-in session is designed to allow governors to come and talk to LA officers from the Safeguarding Development Team on any Safeguarding issue where they have either a question or a concern. The session is very informal and will be led entirely by those attending on the day.

**Intended for:** Safeguarding governors

Day	Date	Time	Venue	Code
Tuesday	28 April 2020	5pm - 6pm	Beaumanor Hall, Loughborough	KSGD01
Wednesday	13 January 2021	12.15pm - 1.15pm	Salvation Army Conference Centre, Wigston	KSGD02

## Special Educational Needs & Disability and Governing Board



Governing boards have important statutory duties towards pupils with special educational needs/disabilities. This course will provide governors with an understanding of SEND and the roles and responsibilities of the governing board in ensuring the education provided at the school meets the needs of disabled pupils and those with special educational needs.

### Course objectives:

- To raise awareness of the legal duties of the governing board in relation to pupils with SEND
- To explore how the achievement of pupils with SEND is judged by Ofsted
- To raise confidence in providing effective support and challenge in monitoring SEND provision

**Intended for:** All governors but will be of particular interest to governors with responsibility for SEND

Day	Date	Time	Venue	Code
Tuesday	17 November 2020	6.30pm - 8.30pm	Salvation Army Conference Centre, Wigston	KUS01
Wednesday	10 March 2021	10am - 12pm	Heartwood Conference Centre, Coalville	KSG02

# The Role of Governors in Driving School Improvement



**Course Objectives:** This series of three workshops will focus on the strategic role of trustees/governors in working with senior leaders to drive school improvement. Participants will be introduced to what the educational research evidence says about effective governance and its link to school improvement.

Over the course of the programme the facilitators will use direct input, group discussion and analytical activities to explain the key concepts, together with time to reflect on current practice in your school and potential next steps.

**NB Each of the following three sessions is a standalone event; however to maximise the impact of this training, we recommend that participants attend all three sessions.**

## Session 1 - Being Strategic : Vision , Values and Ethos. The Role of the Board in establishing curriculum intent.

Having established the school's Vision, Ethos and Values, how does a school 'ensure clarity' with key stakeholders and, more importantly, translate this into a curriculum intent that ensures all pupils have the best chance of achieving these aims?

This workshop will explore what research suggests are effective approaches to embedding vision and values and the strategies that have proved successful in some schools enabling a strategic plan to be developed and brought into sharp focus ensuring shared drive and vision.

Session	Day	Date	Time	Venue	Code
A	Thursday	11 June 2020	6.30pm - 8.30pm	NSPCC, Beaumont Leys	KSIA01
B	Thursday	25 June 2020	6.30pm - 8.30pm	NSPCC, Beaumont Leys	KSIB01

## Session 2 - School Improvement Planning - the boards role in evidence gathering

The session will consider the Education Inspection Framework 2019 by looking at different models of a School Improvement Plan (SIP) and what sustained annual school improvement looks like. It will explore the different types of evidence governors can review through their monitoring activities, both quantitative and qualitative and how they might be gathered and 'triangulated' or blended in a deep-dive. This will include how governors can report back their findings and add capacity to their School Self Evaluation Form (SEF) development.

Session	Day	Date	Time	Venue	Code
A	Monday	12 October 2020	6.30pm - 8.30pm	County Scout HQ, Forest East	KSIA02
B	Wednesday	4 November 2020	6.30pm - 8.30pm	NSPCC, Beaumont Leys	KSIB02

## Session 3 - Understanding Curriculum Implementation and Impact

During this interactive workshop, participants will have the opportunity to consider what Ofsted's new Education Inspection Framework 2019 means for curriculum monitoring. The framework puts the 'Quality of Education' at the heart of the inspection process with a focus on curriculum intent, implementation and impact. This session will consider how curriculum implementation and impact can be monitored by governors and how reports to governors may reflect this focus.

Session	Day	Date	Time	Venue	Code
A	Wednesday	3 February 2021	6.30pm - 8.30pm	Beaumanor Hall, Loughborough	KSIA03
B	Tuesday	9 March 2021	6.30pm - 8.30pm	NSPCC, Beaumont Leys	KSIB03

**A For Single-Academy Trusts and Maintained Schools. B For Schools in Multi-Academy Trusts.**

## Training & Development Governor workshop



The Training & Development Governor Workshop can make a significant contribution to ensuring governors have the support and training to perform their role effectively. The exact nature of this role is not prescribed and varies across governing boards. If you are new to the role, you may like to attend this workshop where we will explore the role, identify the range of support available and give you the opportunity to reflect on good practice.

**Intended for:** Governors with a responsibility for governor development

Day	Date	Time	Venue	Code
Tuesday	3 November 2020	6pm - 7.30pm	Beaumanor Hall, Loughborough	KTW01

## Vision, Ethos and Strategic Direction



School leaders will establish the school's vision in different ways but what is important is that all stakeholders are involved – staff, pupils, parents and the wider community. Ofsted will make a judgement on the effectiveness of leadership and management by evaluating the extent to which leaders, managers and governors:

***“demonstrate an ambitious vision, have high expectations for what all children and learners can achieve and ensure high standards of provision and care for children and learners”***

(The common inspection framework: education, skills and early years 2015).

**This session aims to:**

- Review why there is a need to embark on change
- Explore what difference this change will make
- Discuss methods of how your school may approach establishing a new vision for your school

**Intended for:** All governors

Day	Date	Time	Venue	Code
Wednesday	8 July 2020	6.30pm - 8.30pm	County Scout HQ, Forest East	KVE01

# Tailored Made In-house Training

## Individual Governing Board Development

Training for individual governing boards involving all governors, has a significant impact on the effectiveness of the governing board as a whole. As well as the sessions listed in the core programme, the following sessions are most effective when delivered to a single governing board. Any of these sessions can be adapted to suit your governing board's specific needs. Please contact [Governors@leics.gov.uk](mailto:Governors@leics.gov.uk) or call 0116 305 6503 to discuss your requirements.

## Governing Board Self-Review

---

A facilitated session with an experienced governor trainer which will give governing boards an opportunity to assess their strengths and weaknesses, resulting in an action plan for their own development. This course offers you a valuable opportunity to take a step back from busy meetings and evaluate the effectiveness of your governing body. To be effective this session needs the participation of the majority of your governing board.

## Improving Schools

---

Governors have a strategic role to play in ensuring that the school is continually improving. This session is focused on developing governors' understanding of school improvement and how it relates to the role of governors.

## Planning for Succession in the Governing Board

---

Succession planning is an essential part of the successful management of many organisations and governing boards are no exception. Finding, developing and keeping great governors is an important issue for all governing boards. Succession planning does not just happen - it requires a systematic approach, from getting your recruitment right to developing future leaders. This session is a great opportunity to explore what your governing board needs to do to address this issue.

## Using Data for Improvement

---

Governors need to understand the range of school data available so they can challenge and hold school leaders to account. This session will help demystify national and school data and highlight how this can be used to focus school improvement.

## Group Governing Board Development Sessions

If you subscribe to GSD as part of a training group you pool your entitlement to training to create a bespoke training programme in your area. All of the sessions in the core programme are available to you in addition to the sessions outlined below. Please contact [Governors@leics.gov.uk](mailto:Governors@leics.gov.uk) or call 0116 305 6503 to discuss your requirements.

### Engaging Parents

---

When parents are involved in their child's learning and in the life of the school children do better. Engaging parents can be a time-consuming and challenging task, requiring a persistent and creative approach. This course will help build the case for parental engagement, consider strategies and case studies.

### Equality & Diversity

---

Schools have a number of responsibilities and duties under legislation relating to equality and diversity. This course will help governors to understand their responsibilities in this area.

### Handling School Complaints

---

This course will provide governors with a clear understanding of the steps involved in handling and resolving complaints and explores how certain actions can cause a complaint to escalate. It explains the procedures for appeals if a complainant is not satisfied with the response of the governing board. Governors will consider processes and procedures which are supportive of early resolution with the aim of reducing the number of complaints.

# Training from Other LA Department & Organisations (Additional fee attaches)

## Allegations Management

This half day course is mainly for head teachers, chairs of governors and senior staff with related responsibilities. This course will give participants an understanding of their roles and responsibilities with regard to the handling of allegations about staff conduct, the role of the Local Authority Allegations Manager and safer working practices. The Allegations Manager and LADO, together with a representative from HR normally attend to comment and advise on current practice.

Chairs of governors are very welcome. They will have to follow this process should their head teacher be the subject of an Allegation.

**Please note: This training is provided by the Safeguarding and Improvement Unit for a charge of £65. To book, contact the Safeguarding Unit on 0116 305 6314 or email: [safeguarding.education@leics.gov.uk](mailto:safeguarding.education@leics.gov.uk).**

**Intended for:** Chairs of governors

Day	Date	Time	Venue	Code
Tuesday	28 April 2020	9.30am - 12.30pm	Beaumanor Hall, Loughbrough	-
Thursday	4 June 2020	9.30am - 12.30pm	Beaumanor Hall, Loughbrough	-
Wednesday	16 September 2020	9.30am - 12.30pm	Beaumanor Hall, Loughbrough	-
Thursday	5 November 2020	9.30am - 12.30pm	Beaumanor Hall, Loughbrough	-
Wednesday	20 January 2021	9.30am - 12.30pm	Beaumanor Hall, Loughbrough	-
Monday	8 March 2021	9.30am - 12.30pm	Beaumanor Hall, Loughbrough	-

## Safer Recruitment

Since January 2010 it has been mandatory for at least one person on every interview panel appointing school staff to have accessed Safer Recruitment Training. This one day course is invariably very well received by participants. School governors are especially welcomed. This training should be "refreshed" after five years.

Training is a whole day 9.30am – 4.00pm

**Please note: Bookings for this course must be made through the Safeguarding and Improvement Unit on 0116 305 6314 or email: [safeguarding.education@leics.gov.uk](mailto:safeguarding.education@leics.gov.uk). The charge for this course is £175 per participant.**

**Intended for:** Governors with a responsibility for recruitment

Day	Date	Time	Venue	Code
Thursday	30 April 2020	9.30am - 4pm	Beaumanor Hall, Loughbrough	-
Wednesday	20 May 2020	9.30am - 4pm	Beaumanor Hall, Loughbrough	-
Wednesday	10 June 2020	9.30am - 4pm	Beaumanor Hall, Loughbrough	-

Tuesday	8 September 2020	9.30am - 4pm	Beaumanor Hall, Loughbrough	-
Wednesday	14 October 2020	9.30am - 4pm	Beaumanor Hall, Loughbrough	-
Monday	16 November 2020	9.30am - 4pm	Beaumanor Hall, Loughbrough	-
Thursday	3 December 2020	9.30am - 4pm	Beaumanor Hall, Loughbrough	-
Tuesday	12 January 2021	9.30am - 4pm	Beaumanor Hall, Loughbrough	-
Wednesday	24 February 2021	9.30am - 4pm	Beaumanor Hall, Loughbrough	-
Monday	22 March 2021	9.30am - 4pm	Beaumanor Hall, Loughbrough	-

## Foundation Governor Training

### Anglican Leicester Diocese - Board of Education

Additional training arranged by the Leicester Diocesan Board of Education (DBE) is available for governors of Church of England Schools.

This 2 part training programme is for any governor in a CofE School. The price is per school for both parts, so you can send as many governors as you would like – a great opportunity for governing boards to access training from the Diocesan Board of Education.

This programme is useful for new governors and for those who have been in post for a while and would like to refresh their knowledge of what it means to be a governor of a church school. As a governor in a Church of England school, this course will give you the firm foundations you will need to carry out your role as well as networking and discussion time with other governors in the diocese.

- Part 1 – the Role of Governors in a Church of England School
- Part 2– SIAMS, RE & Collective Worship and Self Evaluation

The training is being delivered in 3 locations and participants from the same school do not need to attend the same dates, but each participant is expected to attend both parts in the same location.

Programmes	Day	Date	Time	Venue
<b>Part 1</b>	Tuesday	28 April 2020	6pm - 8pm	Belgrave St Peter's CE Primary School, Leicester
<b>Part 2</b>	Tuesday	4 June 2020	6pm - 8pm	
<b>Part 1</b>	Tuesday	16 September 2020	6pm - 8pm	All Saints CE Primary School, Sapcote
<b>Part 2</b>	Tuesday	5 November 2020	6pm - 8pm	

**Please note: This training is provided by the Leicester Diocesan Board of Education (DBE).**

#### Price:

£100 per school for schools subscribing to the DBE Partnership Agreement

£200 per school for schools who do not subscribe.

To book or for further information please contact:

Yolanda Morley-McKay

**DBEOffice@LecCofE.org or [www.leicester-dbe.com/governors-clergy/](http://www.leicester-dbe.com/governors-clergy/)**

Other training and conferences are available to governors and school staff throughout the year.

These can be found in the Training and Events section of the DBE website **[www.leicester-dbe.com](http://www.leicester-dbe.com)**

# Applying to attend a session

## How to book

---

Booking a course can be done in one of three ways. Decide which course you would like to apply for and then either:



Complete an online booking using the link at [www.leicestershiretradedservices.org.uk/training](http://www.leicestershiretradedservices.org.uk/training)



Email [governors@leics.gov.uk](mailto:governors@leics.gov.uk) including your name, school, course title and code



Telephone 0116 305 6503

## Booking confirmation

---

On receipt of your booking we will email you a booking confirmation. This is followed up with a reminder approximately two weeks before the course.

## Cancellation

---

Cancellation of a booking can be made either in writing or by email giving at least five days' notice. Telephone cancellations are accepted but should be followed up in writing or by email.

**A cancellation charge of £40 will be charged where five days' notice has not been given. Non-attendance is also charged at £40.**

In the rare event of a course being cancelled, we will contact you. The minimum number required to run a course is eight participants.

## Access to courses

---

If you require support of any kind to enable you to participate fully in our training courses, for example, wheelchair access or large print documentation, please let us know when you book your place and we will make suitable arrangements for you.

## Governors' expenses for training

---

Governing boards should have a policy to cover governor expenses. You may be able to claim for childcare, other carer expenses and travel. Please refer to your governing board for details of your policy.

# Session Venues

Here are the full addresses for all venues. If you require a map to your chosen venue please indicate this at the point of booking.

## Beaumont Leys

1. NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, LE4 1EZ

## Coalville

2. Heartwood Conferencing, Rothley House, Coalville Business Centre, Coalville, LE67 3NR

## East Goscote

3. Beedles Lake Golf Club, 170 Broome Lane, East Goscote, Leicester, LE7 3WQ

## Forest East

4. Leicestershire Scout Council, 9 Oak Spinney Park, Ratby Lane, Leicester Forest East, Leicester. LE3 3AW

## Hinckley

5. Green Towers (Hinckley Club 4 Young People), Richmond Road, Hinckley, LE10 0DZ

## Leicester

6. National Space Centre, Exploration Drive, LE4 5NS

## Loughborough

7. Beaumanor Hall, Woodhouse, Loughborough, LE12 8TX

## Market Harborough

8. Harborough Innovation Centre, Airfield Business Park, Leicester Road, Market Harborough, LE16 7WB

## Melton Mowbray

9. Pera Business Park, Nottingham Road, Melton Mowbray, LE13 0PB

## Oadby

10. Leicester Racecourse, Oadby, Leicester, LE2 4AL

## Rutland

11. Barnsdale Hall Hotel, Stamford Road, Oakham, LE15 8AB

## South Wigston

12. The Salvation Army Leicester South, Ladysmith Road, off Saffron Road, South Wigston, LE18 4UZ



## External Review of Governance (ERG)

---

An External Review of Governance (ERG) is a useful means of checking the effectiveness of your governing board. Just as you sense check your schools data using independent reports this allows you the opportunity to assess your strengths and weaknesses. An ERG is offered as support to improve and develop governance; it is not an additional inspection. It will help a governing board identify priorities for improvement, and provide support on what steps to take.

An ERG means an independent consultant is assigned to your governing board; they conduct an investigative fact-finding exercise to collect all relevant information on how effective governance is in your school. This is done by gathering and documenting how your governing board operates and collecting evidence that is available and relevant. By working with the governing board, the consultant is able to draw conclusions and identify an action plan for the board to implement.

For more information – please contact [governors@leics.gov.uk](mailto:governors@leics.gov.uk) and ask for information on an ERG.

## GDPR Service for Schools

---

The service aims to take considered practical steps towards embedding best practice within schools as each move towards compliance with the statutory requirements.

We will be informed by guidance from the Information Commissioners Office and the Department for Education. We believe it is important to realise that the legislation is so new best practice has not yet been identified. There is a need to work together to determine what that is and to keep steadily moving forwards. The service provides:

- An enquiry service – email [GDPRSS@leics.gov.uk](mailto:GDPRSS@leics.gov.uk) telephone **0116 305 1138**
- Template documents – requested by schools or simply pooling resources between Leicestershire schools creating a library fit for purpose;
- Access to appropriate training for all Governing Boards and school based staff – to include a rolling programme of higher level training to be held at County Hall for those governors and staff dealing with data issues on a daily/weekly basis.

It is a cliché - but this is a journey and it is a partnership. GDPRSS looks forwards to travelling with you.

For more information – please email [GDPRSS@leics.gov.uk](mailto:GDPRSS@leics.gov.uk) or telephone **0116 305 1138** and ask for information on the service.

Leicestershire Traded Services offer a range of services to schools and academies, tailored specifically to meet your needs including:

- Business advisory services
- Property, facilities management and Print
- Educational activities, conferencing and leisure
- Catering

They have over 30 years of experience in the education sector and are on hand to discuss and plan your requirements as well as offering advice, support and training.

Their services are delivered by experts who care passionately about what they do, and achieve job satisfaction by securing the best possible outcomes through a full understanding of your school and academy.

If you would like further information on the services available visit:

**[www.leicestershiretradedservices.org.uk](http://www.leicestershiretradedservices.org.uk)**

Call 0116 232 3232

Email: [tradedservices@leics.gov.uk](mailto:tradedservices@leics.gov.uk)

 LeicsTraded  [leicestershire-traded-services](https://www.linkedin.com/company/leicestershire-traded-services)

## Team Details

If you have any queries relating to courses, bookings or arranging whole governing body training sessions, please contact:

		Email	Telephone
Caroline Woodhouse	Team Manager	<a href="mailto:caroline.woodhouse@leics.gov.uk">caroline.woodhouse@leics.gov.uk</a>	0116 305 0364
Helen Wardle (Monday & Tuesday)	Senior Administrative Officer	<a href="mailto:helen.wardle@leics.gov.uk">helen.wardle@leics.gov.uk</a>	0116 305 6430
Natalie Huang	Administrative Officer	<a href="mailto:natalie.huang@leics.gov.uk">natalie.huang@leics.gov.uk</a>	0116 305 4885
Kumud Solanki	Administrative Officer	<a href="mailto:kumud.solanki@leics.gov.uk">kumud.solanki@leics.gov.uk</a>	0116 305 6022

Address: Governor Support and Development, County Hall, Glenfield, Leicester, LE3 8RF

### General enquiries

Phone: 0116 305 6503

Email: [governors@leics.gov.uk](mailto:governors@leics.gov.uk)

Web: [leicestershiretradedservices.org.uk](http://leicestershiretradedservices.org.uk)

Twitter: [@LeicsSchools](https://twitter.com/LeicsSchools)