

Governor Support & Development (GSD)

Training and development programme
April 2024 - March 2025



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Welcome to the 2024/2025 Training and Development Programme for Clerks and Governors

Dear Governors

2023 had a single overwhelming event which has overshadowed other negatives and positives in the education sector – the sad death of Ruth Perry in January following an Ofsted inspection.

In December 2023 Amanda Spielman stepped down from her role after nearly seven years as Chief Inspector of Schools. She navigated this tragic event seeing through consequential changes to the inspection processes, a consultation on a revised complaints procedure and new wellbeing investment from government.

Significant changes included an undertaking to return to schools more quickly to reinspect where safeguarding was found to be inadequate but where all other judgements were good or better (within three months). There is also greater information published on the difference in threshold for effective versus ineffective safeguarding in the inspection handbook and specific blogs and webinars available. Ofsted's intention is to demonstrate greater transparency.

The timetable for changes to the complaints process accepted by government has been drawn to provide that proposals 1 and 2 are to be put in place from January 2024 and proposals 3 and 4 from April 2024. They centre on how schools can communicate with Ofsted particularly throughout the inspection process.

In the scheme of things these changes may be small but are a step in the right direction acknowledging the extreme stress the process can put our valuable staff under. While the undertakings and responsibilities of schools continue to change at a breath-taking pace GSD will continue to seek to provide boards with up to date, relevant and helpful information including how to maintain the well-being of school staff. Please look after your staff and yourselves throughout 2024.

Caroline Woodhouse

Team Manager Governor Support and Development.

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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
New Governors & Trustees		Developing Governors & Trustees	Experienced Governors & Trustees
Get to know your school 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.	Step 1 -Induction Training for New Governors Step 2 -Induction Training for New Governors	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.	Continuous development / refresh knowledge Attend training sessions developed by GSD on specific new developments or sessions that are specific to your delegated roles and responsibilities, such as: Chairs' Forums T&D Forums SEND Forums Safeguarding Forums
	Recommended training The role of Governing Boards in Driving School Improvement – 4 series 1. Being Strategic 2. Planning for Improvement 3. Understanding Curriculum Implementation and Impact 4. The Board's Role in Monitoring the work of the School		
Safeguarding Children for All (Lower-level) Prevent Training	Consider what skills and interests you bring to the governance team and how you could benefit the governing board. 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.	Governance Exclusions and Suspensions Greener Governance Get Your Board Panel Ready – complaints Health & Safety Awareness HR Essentials Ofsted Preparation Training	Become chair or vice chair Chairs' Forums Role of the Chair Chairs' Leadership Development
		Other topics Anti-Bullying Lead Governors Training British Values Data Protection – GDPR Engaging Parents Performance Management and CDP SEND & the Governing Board Well-being in Education	Governance Career Education Improving Outcomes for Children in Care Finance Training Pupil Premium Risk Management Safer Recruitment Safeguarding Children (Higher level)
		Continuous development Chairs' Forums Safeguarding Forums SEND Forums Training & Development Forums Training & Development Workshop	Become a mentor for a new governor Commit to enhancing collective governance. Be proactive in developing the in-school induction programme for new governors Actively promote and participate in Governing Board Self-Review

Governors' Conference

The importance of anti-racist culture in school

Saturday 5th October 2024, 9.30am - 1.00pm

NSPCC Training Centre (3 Gilmour Cl, Leicester LE4 1EZ)



Face to face
(Breakfast
included)



Guest speaker - Natasha Boyce, an Education Consultant for the LiFE MAT, and a former member of the senior leadership team.

We will continue with our theme of inclusion looking this year at what are the reasons, motivations, and importance of having an anti-racist culture at the heart of your school's culture, vision, and ethos.



We will explore different layers of an anti-racist education in discussion groups each with a unique focus on different stakeholders' perspectives.

BOOKING IS REQUIRED. FURTHER DETAILS WILL BE MADE AVAILABLE ON LTS.

A guide to packages

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

PACKAGE 1

Full GB subscription

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

WITH ACCESS TO

All Termly Forums
Clerks'/GP Development Programme
All Core session listed in index

PACKAGE 2

Clerks/Governance Professionals (GP)

- All GSD publications on offer
- Helpline

WITH ACCESS TO

Clerks'/GP Forums
Clerks'/GP Induction Training
Clerks'/GP Intermediate Training
Clerks'/GP Workshops
Complaints Panel Training for Clerks'/GP

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



Email 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 by email giving at least six days' notice. Telephone cancellations are accepted only if followed up by email and by the deadline of six days' notice. Where notice in writing is not provided GSD reserve the right to charge a cancellation fee of £40 to the school.

GSD reserve the right to charge the school £40 for non-attendance.

GSD reserve the right to cancel training and in the rare event of a course being cancelled, we will contact you.

Access to courses

For Virtual training:

Virtual training is run via either MS Teams or ZOOM. The virtual training meeting link will be provided via email before the training date, and the electronic materials will be available after the sessions. For some events you may be asked to download training resources provided before the training session. The download link will be made available to you in advance.

In-school training:

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.

Forums

The range of briefings and meetings 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	Code
Thursday	02 May 2024	10.00 AM - 12.00 PM	OCM01
Thursday	02 May 2024	6.00 PM - 8.00 PM	OCM02

Autumn Term

Day	Date	Time	Code
Wednesday	25 September 2024	10.00 AM - 12.00 PM	OCM03
Wednesday	25 September 2024	6.00 PM - 8.00 PM	OCM04

Spring Term

Day	Date	Time	Code
Wednesday	29 January 2025	10.00 AM - 12.00 PM	OCM05
Wednesday	29 January 2025	6.00 PM - 8.00 PM	OCM06

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	Code
Thursday	25 April 2024	6.00 PM - 7.30 PM	OCB01
Friday	26 April 2024	10.00 AM - 11.30 AM	OCB02

Autumn Term

Day	Date	Time	Code
Wednesday	11 September 2024	10.00 AM - 11.30 AM	OCB03
Wednesday	11 September 2024	6.00 PM - 7.30 PM	OCB04

Spring Term

Day	Date	Time	Code
Thursday	16 January 2025	10.00 AM - 11.30 AM	OCB05
Thursday	16 January 2025	6.00 PM - 7.30 PM	OCB06

Training & Development Forums

Training and Development Governors are invited to attend these twice yearly forums where we will share developments in training. The forum also provides a useful opportunity to share good practice with governors from other schools.

Further Training and Development Governor's Role please refer to **Training and Development Workshop**

Summer Term

Day	Date	Time	Code
Thursday	16 May 2024	10.00 AM - 11.30 AM	OTD01
Thursday	16 May 2024	6.00 PM - 7.30 PM	OTD02

Spring Term

Day	Date	Time	Code
Thursday	06 March 2025	10.00 AM - 11.30 AM	OTD03
Thursday	06 March 2025	6.00 PM - 7.30 PM	OTD04

Safeguarding Forums

These twice yearly forums will update governors who is responsible to safeguarding on current issues and also provide an opportunity for discussion.

Autumn Term

Day	Date	Time	Code
Wednesday	09 October 2024	10.00 AM - 11.00 AM	OCS01
Wednesday	09 October 2024	6.00 PM - 7.00 PM	OCS02

Spring Term

Day	Date	Time	Code
Wednesday	12 February 2025	10.00 AM - 11.00 AM	OCS03
Wednesday	12 February 2025	6.00 PM - 7.00 PM	OCS04

SEND Forums

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

Summer Term

Day	Date	Time	Code
Thursday	06 June 2024	10.00 AM - 11.00 AM	OSN01
Thursday	06 June 2024	6.00 PM - 7.00 PM	OSN02

Autumn Term

Day	Date	Time	Code
Wednesday	06 November 2024	10.00 AM - 11.00 AM	OSN03
Wednesday	06 November 2024	6.00 PM - 7.00 PM	OSN04

Clerks'/Governance Professionals Development Programme

Induction Training for Clerks and Governance Professionals

This course is recommended for those who are new to working as clerk to the governing board.

Course objectives:

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

Intended for: Clerks and governance professionals who are new to the role.

NB Participants must to attend Sessions 1 & 2 to complete the training.

Session	Day	Date	Time	Code
1	Wednesday	09 October 2024	5.30 PM - 8.30 PM	OCT01
2	Thursday	10 October 2024	5.30 PM - 8.30 PM	OCT01

Intermediate Training for Clerks and Governance Professionals

This training is recommended for clerks and governance professionals who have completed the Induction Training and who wish to strengthen and develop their role in supporting effective governance.

Course objectives:

- A focus on strengthening the clerking competences required to carry out your role as clerk to the board
- To develop your own role and practice and through this, to support your boards to become more effective

Intended for: Clerks and governance professionals in all contexts who have completed the Induction Training and have a minimum of 6 months in the role or more experienced clerks who wish to extend or refresh their knowledge.

NB Participants must to attend Sessions 1 & 2 to complete the training.

Session	Day	Date	Time	Code
1	Monday	10 June 2024	5.30 PM - 8.30 PM	OCIT01
2	Tuesday	11 June 2024	5.30 PM - 8.30 PM	OCIT01

Workshop for Clerks and Governance Professionals

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

Intended for: All Clerks to Governors and Governance Professionals who work as Clerk to the board – all contexts.

Please contact GSD if you have any specific training requests.

Day	Date	Time	Code
Tuesday	14 May 2024	10.00 AM – 12.00 PM	OCW01
Tuesday	24 September 2024	10.00 AM – 12.00 PM	OCW02
Monday	27 January 2025	6.00 PM – 8.00 PM	OCW03

Complaints Panel Training for Clerks and Governance Professionals

This session looks at the role of the clerk to the complaints panel with a focus on:

1. Helping your panel prepare for the meeting
2. The importance of following policy and procedure
3. Supporting your panel on the day of the panel meeting
4. Compiling the decision letter from the panel
5. Advising on persistent/serial complaints and when things do not go to plan.

Course objectives: To enable you to support your board through the complaints procedure.

Intended for: All clerks and governance professionals

Day	Date	Time	Code
Wednesday	05 March 2025	6.00 PM – 8.00 PM	OCPC01

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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 - The National and Regional Context for Governance and Legal Responsibilities

It covers the national and regional context for governance together with clarification of statutory requirements of governing boards.

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

It will focus on the strategies and approaches that lead to effective governance.

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

NB It is recommended participants to attend both sessions.

For Maintained Schools

	Day	Date	Time	Code
Step 1	Thursday	11 April 2024	6.00 PM - 8.00 PM	OMI01-1
Step 1	Thursday	19 September 2024	6.00 PM - 8.00 PM	OMI01-2
Step 1	Wednesday	22 January 2025	6.00 PM - 8.00 PM	OMI01-3
Step 1	Wednesday	05 February 2025	6.00 PM - 8.00 PM	OMI01-4
Step 2	Thursday	09 May 2024	6.00 PM - 8.00 PM	OMI02-1
Step 2	Tuesday	15 October 2024	6.00 PM - 8.00 PM	OMI02-2
Step 2	Tuesday	25 February 2025	6.00 PM - 8.00 PM	OMI02-3
Step 2	Wednesday	12 March 2025	6.00 PM - 8.00 PM	OMI02-4

For Academies

	Day	Date	Time	Code
Step 1	Tuesday	16 April 2024	6.00 PM - 8.00 PM	OAI01-1
Step 1	Wednesday	16 October 2024	6.00 PM - 8.00 PM	OAI01-2
Step 1	Monday	03 February 2025	6.00 PM - 8.00 PM	OAI01-3
Step 2	Tuesday	21 May 2024	6.00 PM - 8.00 PM	OAI02-1
Step 2	Thursday	21 November 2024	6.00 PM - 8.00 PM	OAI02-2
Step 2	Monday	10 March 2025	6.00 PM - 8.00 PM	OAI02-3

Leadership

Chairs' Leadership Development Programme: The High Performing Board

Department of Education

"The Chair, with the support of the Vice 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"

The Governor Support & Development service is pleased to offer the practical workshop style training specifically for Chairs of Governors to reflect and share practice on how we achieve this. This programme will cover:

- An update about current national educational issues
- The characteristics of High Performing Boards
- The Board's role in driving school improvement
- Leading the Board's business effectively

Course Objectives

- To share research about the impact of effective Boards on improving schools
- To provide an opportunity to reflect on your current practice
- To compare practice with other Chairs of Boards
- To plan the next steps in your Board's development

Intended for: Chairs and Vice Chairs of Boards/Trusts

Day	Date	Time	Code
Saturday	08 February 2025	9.30 AM - 4.00 PM	OCL01

VENUE: County Scout HQ, Spinney Park, Ratby Lane,
Leicester Forest East, Leicester, LE3 3AW

An Introduction to the Role of the Chair

Good governance is vital to any successful organisation and chairing a Governing Board/Trust Board is both a privilege and a responsibility. Effective Boards work as a team to offer challenge and support as part of the strategic leadership of a school and the Chair's role in this is pivotal.

This session will provide new and aspiring Chairs of Boards with the opportunity to consider how to lead a Board effectively. We will cover how to:

- create an effective team, using the strengths and skills of board members
- build an effective working relationship with the Head/CEO
- manage the practical demands of the role, including working with the Clerk to plan the annual Board cycle, agenda setting etc
- lead effective meetings

Course objectives:

- To provide new/aspiring Chairs of Boards with the opportunity to gain a deeper understanding of the role
- To have time to reflect on the current practice of your Board
- To plan one of two steps that may improve the effectiveness or efficiency of your Board

Intended for: New or less experienced Chairs of Boards. The session would be extremely useful for aspiring chairs.

Day	Date	Time	Code
Wednesday	15 January 2025	6.00 PM - 8.00 PM	OCH01

Chairs' Mentoring Training Programme

This series of 4 mentoring sessions is an opportunity for existing chairs, new chairs and aspiring chairs to network and interact to develop further an understanding of the role, share good practice, and provide some practical tools / resources to improve the effectiveness of the board.

Some of the topics that we will cover are:

- Effective governance
- Right people around the table
- Recruitment and retaining governors
- Developing skills of a good chair
- How to build and lead an effective team
- Understanding the role of your clerk

Session 4 is an opportunity for the group to decide any hot topics that they would like to discuss with the mentor. Please note: It is advisable to attend all 4 sessions.

Autumn Cohort - Code OCMP01

Session	Day	Date	Time	Code
Session 1	Wednesday	06 November 2024	5.30 PM - 7.00 PM	OCMP01-01
Session 2	Wednesday	13 November 2024	5.30 PM - 7.00 PM	OCMP01-02
Session 3	Wednesday	20 November 2024	5.30 PM - 7.00 PM	OCMP01-03
Session 4	Wednesday	27 November 2024	5.30 PM - 7.00 PM	OCMP01-04

More cohort will be available throughout the year. Please register your interests by emailing **Governors@leics.gov.uk**

The Role of Governing Boards in Driving School Improvement

The series of four workshops will focus on the strategic role of governors in working with senior leaders to drive school improvement. Participants will be introduced to what the educational research evidence says effective governance is 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 four sessions is a standalone event; however, to maximise the impact of this training, we recommend that participants attend all four sessions.

Intended for: All Governors in **Maintained School** and **Single- Academy Trust**.

For Multi-Academy Trusts, please see page 29 or contact GSD for further details

Session 1 - Being Strategic: Vision, Values and Ethos and its link to Curriculum Intent

How does a Governing Board establish the school's Vision and Values thereby ensuring clarity of school ethos? More importantly, how can key stakeholders be involved in this process and how is this then translated into a Curriculum Intent that ensures ALL pupils have the best chance of achieving the vision?

The session will explore what research suggests are effective approaches to developing vision and values and the approaches that have proved successful in some schools when a vision and values review is planned as a school improvement strategy. The session will then focus on analysing a sample of schools' approaches to establishing their curriculum intent.

Day	Date	Time	Code
Thursday	25 April 2024	6.00 PM - 8.00 PM	OSIA01-1
Tuesday	17 September 2024	6.00 PM - 8.00 PM	OSIA01-2
Thursday	09 January 2025	6.00 PM - 8.00 PM	OSIA01-3

Session 2 - Planning for Improvement: The Board's Role in Strategic and Annual Development Planning

Once a school's Vision and Values statement is agreed, how does the Board work strategically with senior leaders to plan its realisation?

This session will consider the Board's role in:

- developing a 3-5 year Strategic Plan which frames how the school aims to achieve its vision,
- signing off the school's annual self evaluation,
- agreeing and monitoring the school's annual improvement plan. This annual plan is written by senior leaders and details the actions that the school will take to achieve its improvement priorities.

This is a highly practical session where participants will be given the opportunity to examine a variety of approaches to both strategic and annual planning.

Day	Date	Time	Code
Tuesday	14 May 2024	6.00 PM - 8.00 PM	OSIA02-1
Thursday	17 October 2024	6.00 PM - 8.00 PM	OSIA02-2
Tuesday	28 January 2025	6.00 PM - 8.00 PM	OSIA02-3

Session 3 – Understanding Curriculum Implementation and Impact: The Role of the Board in understanding Curriculum Provision.

This session explores definitions of curriculum and how Ofsted's Education Inspection Framework (September 2022) puts 'Quality of Education' at the heart of school effectiveness. We will consider governors' understanding of curriculum implementation (how curriculum intent is translated into classroom practice) and impact (considering the progress pupils make as a result of their classroom experience) and their role in overseeing the quality of curriculum provision.

Day	Date	Time	Code
Tuesday	04 June 2024	6.00 PM – 8.00 PM	OSIA03-1
Thursday	07 November 2024	6.00 PM – 8.00 PM	OSIA03-2
Wednesday	26 February 2025	6.00 PM – 8.00 PM	OSIA03-3

Session 4 – The Board's Role in Monitoring the work of the School

The session will explore a range of governor monitoring activities and the information that can be gathered through these processes that can be used to make judgements about impact to inform the school's self-evaluation. This session will focus on the three aspects of the Board's monitoring role, namely:

- Compliance
- Developing school policies and monitoring policy into practice
- Monitoring the School's Improvement Plans

(NB this course does not cover financial monitoring as this is covered in detail in separate courses)

Day	Date	Time	Code
Thursday	27 June 2024	6.00 PM – 8.00 PM	OSIA04-1
Tuesday	26 November 2024	6.00 PM – 8.00 PM	OSIA04-2
Thursday	20 March 2025	6.00 PM – 8.00 PM	OSIA04-3

Ofsted Preparation for Governors

These sessions 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.

Session 1: OFSTED Inspection: What you need to know.

Session 2: OFSTED inspection: Preparing your Board.

NB: Each session is a standalone with its own distinct focus. However, each complements the other. GSD recommend governors should attend both to cover the full picture of the expectations an inspection will have of the school and the board.

Ofsted Inspection Session 1: What you need to know

The session will cover:

- A summary of the changes to OFSTED inspections introduced in July 2023 and implemented from 1st September 2023
- The centrality of the curriculum in the 2019 framework
- The inspection process and how inspectors will gather evidence

Intended for: All governors

Day	Date	Time	Code
Wednesday	08 May 2024	6.00 PM – 8.00 PM	OOF01
Thursday	03 October 2024	6.00 PM – 8.00 PM	OOF02
Thursday	23 January 2025	6.00 PM – 8.00 PM	OOF03

Ofsted Inspection Session 2: Preparing your board

This session will cover:

- A summary of what OFSTED expects from 'governance' in an inspection...how governance is evaluated and how it is judged
- Practical guidance on preparing a Board for an inspection (and in so doing, improving the effectiveness of your Board!)
- The chance to review and plan your next steps

Intended for: All governors

Day	Date	Time	Code
Wednesday	05 June 2024	6.00 PM – 8.00 PM	OOM01
Thursday	14 November 2024	6.00 PM – 8.00 PM	OOM02
Thursday	27 February 2025	6.00 PM – 8.00 PM	OOM03

Finance

Academy Finance

The Board of Trustees must maintain robust oversight of their academy trust and take full responsibility for its financial affairs and stewardship of assets. The Academy Trust Handbook (also known as Academies Financial Handbook) describes the key responsibilities and sets out what academy trusts, and their boards, must and/or should do to ensure effective and compliant governance, including management of finances and internal scrutiny. The course aims to provide delegates with an understanding of how to discharge that responsibility in practice.

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	Code
Tuesday	01 October 2024	6.00 PM - 7.30 PM	OAF01

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	Code
Thursday	26 September 2024	6.00 PM - 7.30 PM	OBF01

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	Code
Thursday	14 November 2024	6.00 PM - 7.30 PM	OFM01
Tuesday	04 February 2025	10.00 AM - 11.30 AM	OFM02

Key Areas for Governors

British Values

Through ensuring pupils' spiritual, moral, social and cultural (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	Code
Tuesday	04 March 2025	6.00 PM – 8.00 PM	OBV01

Career Education

Every school and college with pupils in years 7 to 13 should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors, employers and other agencies. There is an expectation that each programme will have strong backing from governors and be embedded in your school structure through the development of a strategic career plan. 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	Code
Thursday	27 March 2025	6.00 PM – 8.00 PM	OCE01

Data Protection – the General Data Protection Regulations

The Data Protection Act 2018 sets out the framework for data protection law in the UK and has been with us now for a while. GDPR stands for 'General Data Protection Regulation' and is the piece of legislation that details what it is organisations have to do in the UK to safeguard individuals' personal information.

Further changes came into effect on 1 January 2021 following the UK's departure from the EU and it will, no doubt, continue to change moving forwards. The Act and the Regulations make up the personal data protection legislation applicable in the UK together with the Privacy and Electronic Communications Regulation.

Course objectives:

- Provide an overview of the legislation
- Explain the relevance of the legislation to schools
- Provide annual raising awareness training for governors and staff as part of the Information Commissioners annual compliance requirements.

Intended for: All governors and school staff.

Day	Date	Time	Code
Wednesday	12 June 2024	6.00 PM – 8.00 PM	OGDPR01
Wednesday	30 October 2024	6.00 PM – 8.00 PM	OGDPR02

Engaging Parents

Evidence shows that when parents/carers are involved in their child's learning and in the life of the school, children do better; but engaging parents can be a challenging and time-consuming task.

Course Objectives: To help you understand:

- Where parental engagement stands within the statutory responsibilities of governance
- What it is and is not
- Why it is important
- The parent pledge within the School's White Paper

In addition, to support you with a toolkit using an evidence-based approach.

Intended for: All governors

Day	Date	Time	Code
Tuesday	18 June 2024	6.00 PM – 8.00 PM	OEP01
Tuesday	11 February 2025	6.00 PM – 8.00 PM	OEP02

Get Your Board Panel Ready (complaints etc.)

There are different types of panels that your board will be required to convene from time to time. This session is designed to support the Clerk to the panel and to provide an overview for those governors selected to sit on a panel for:

- Complaint hearings
- Staff disciplinary hearings
- Pupil discipline/ exclusion hearings (overview for governors)

It will look at the following key areas:

- Forming the panel – preparation
- Following policy – the importance of procedure and regulations
- Forming a decision and drafting the outcome letter
- Post panel actions

Intended for: clerks and governors

* For Pay Appeal Hearings – see our sessions under HR Essentials (or contact HR Schools team direct) and for an in-depth look at Exclusion Hearings see our session on Exclusion and Suspension Panels Training.

Day	Date	Time	Code
Wednesday	13 November 2024	6.00 PM – 8.00 PM	OPN01

Greener Governance

The Department for Education have published their roadmap to bring the ecological and sustainable agenda into our education system. We will look at what this might mean for schools and how governors can be pro-active in ensuring it is a focus for school life and incorporate it as part of their strategic planning.

Course objectives:

- Consideration of how schools can include in their vision a focus on a sustainable environment and incorporate a strategy into their five-year plan.
- We will review information sites for ideas and look at the different initiative's schools have already taken on this journey.
- We will examine the sustainable school's platform designed to record information on sustainable initiatives undertaken in school and the requirements as to what schools may be required to monitor in the future.

Intended for: All governors but particularly governors with responsibility for leading on Greener Governance either as individuals or on a committee.

Day	Date	Time	Code
Wednesday	22 May 2024	6.00 PM – 7.30 PM	OGG01

Health & Safety Awareness

This course 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	Code
Tuesday	30 April 2024	6.00 PM – 8.00 PM	OHS01
Monday	18 November 2024	6.00 PM – 8.00 PM	OHS02

Pupil Premium (Narrowing the Gap)

This session explores the board's role in identifying and monitoring the schools progress in closing attainment/ progress gaps for groups of pupils who are at risk of falling behind or not fulfilling their full potential.

Using research carried out by the Education Endowment Foundation (EEF) it provides a focus upon disadvantaged pupils and use of pupil premium funding and also how the needs of higher attaining pupils can be addressed. We will analyse how the board can monitor effective teaching and learning to enhance outcomes for groups of pupils that will ultimately impact upon all pupils. This will be presented within the cycle of effective school improvement from identification of school development priorities to self-evaluation that demonstrates measurable outcomes for specific groups of children.

Course Objectives

- to understand how to identify attainment gaps in your school
- to clarify how as governors and trustees you monitor the schools progress in closing attainment gaps
- to understand what evidence suggests will work as targeted intervention for children at risk of falling behind

Intended for: All governor or pupil premium governors

Day	Date	Time	Code
Thursday	13 June 2024	6.00 PM - 8.00 PM	ONG01
Wednesday	19 March 2025	6.00 PM - 8.00 PM	ONG02

Performance Management and CPD – Whole School

The dynamic and well-planned professional development of school staff is key to driving school improvement. In recent years the emphasis on graded classroom observation as a way of improving classroom performance has changed considerably and this course is designed to update governors about what the best schools are doing to improve the quality of teaching. We will also cover in detail the role of governors in the performance management of the Head/CEO.

We will cover:

- Inducting new staff and the development of teachers in their early years
- Professional development of staff in the best schools
- The role of governors in the performance management of the Head/CEO in maintained schools and Academy Trusts

This course is essential for governors appointed to performance manage the Headteacher/CEO but is also relevant for any governor interested in the Board's role in the professional development of staff and the consequent improvement in the quality of teaching

Course objectives:

- To understand the importance of having a clear Professional Development Policy for all staff in schools
- To clarify how the effective performance management of the headteacher relates to whole school progress and development
- To clarify Appraisal Regulations and Ofsted's expectations of governors

Intended for: All governors

Day	Date	Time	Code
Tuesday	08 October 2024	6.00 PM - 8.00 PM	OPM01
Wednesday	04 December 2024	6.00 PM - 8.00 PM	OPM02

Risk Management (for maintained and academy schools)

The Academy Trust Handbook (also known as 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 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	Code
Monday	03 March 2025	6.00 PM - 8.00 PM	ORM01

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.

We will touch on the Board's role in the professional development of staff and the consequent improvement in the quality of teaching, but this topic is covered in full in our session: **Performance Management and CPD – Whole School.**

Intended for: Governors with a responsibility for governor development

Day	Date	Time	Code
Tuesday	29 October 2024	6.00 PM - 7.30 PM	OTW01

Well-being in Education

The Ofsted framework requires Ofsted inspectors to routinely assess and report on pupils' mental health and wellbeing under the key judgement area of personal development. This includes aspects such as resilience, confidence, independence, and how to keep mentally healthy.

This session will increase the Boards confidence in developing an emotionally healthy community in their school for staff as well as pupils.

There are many benefits to having a robust wellbeing plan. Pupil wellbeing can improve outcomes for children. Staff wellbeing can improve performance, job satisfaction and can lead to reduced turnover of staff.

Objectives:

- Discuss mental health facts statistics
- Understand the impact of stress
- To know what the government guidelines are
- How to develop an emotionally healthy school community
- Developing healthy ways of coping

Intended for: All governors and governors with Wellbeing responsibility.

Day	Date	Time	Code
Wednesday	19 March 2025	6.00 PM - 7.30 PM	OWB01

HR Essentials

HR Essentials - Pay and Appeals

As well as providing an update on the School Teachers' Pay and Conditions Document (STPCD) this session will outline a Governor's role as a member of the Pay Committee and the process for pay appeals.

Day	Date	Time	Code
Tuesday	05 November 2024	6.00 PM - 7.30 PM	OHR01

HR Essentials – HR Policies and Hearing Panels

This session will set out the role of a Governor supporting senior leaders through the application of HR policies including attendance management, grievance, capability, and conduct. The session will also outline the role of Governors on panel hearings related to such policies, including the support available from LTS HR.

Day	Date	Time	Code
Thursday	30 January 2025	10.00 AM - 11.30 AM	OHR02

Safeguarding Children

Prevent Training for Governors and School Staff

The Prevent Duty: Keeping Children Safe in Education 2022 Annex B, contains important additional information about specific forms of abuse and safeguarding issues – included in this section is the Prevent Duty. The duty exists because all schools are subject to section 26 of the Counter Terrorism and Security Act 2015, and, in the exercise of their functions, are required to have “due regard to the need to prevent people from being drawn into terrorism”.

This 45-minute to 1 hour session is available virtually to Leicestershire school staff and leaders. It highlights the legislation and the role of the Local Authority (LA); it also covers how the Duty links the LA to schools and how it sits within safeguarding responsibilities.

Intended for: All Governors and Leicestershire School Staff

Day	Date	Time	Code
Thursday	18 April 2024	4.00 PM – 5.00PM	OGPV01
Tuesday	01 October 2024	4.00 PM – 5.00PM	OGPV02

Safeguarding Children for All (Lower-Level)

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	Code
Wednesday	17 April 2024	6.00 PM – 8.00 PM	OSG01
Thursday	12 September 2024	6.00 PM – 8.00 PM	OSG02
Wednesday	27 November 2024	10.00 AM – 12.00 PM	OSG03
Tuesday	14 January 2025	6.00 PM – 8.00 PM	OSG04

Safeguarding Children for Safeguarding Lead Governors (Higher-Level)

This is higher-level training for the Safeguarding Lead Governor who works with the school DSL.

Course objectives:

- Understand the current context of child protection and safeguarding
- Understand the governing body’s statutory responsibilities for safeguarding in schools
- Provide governors with the tools to monitor their schools practice in relation to safeguarding

Intended for: Safeguarding Lead Governors or/and who works with the school DSL.

Day	Date	Time	Code
Thursday	31 October 2024	6.00 PM – 8.00 PM	OSGH01
Tuesday	25 March 2025	6.00 PM – 8.00 PM	OSGH02

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. Safer recruitment is an important aspect of protecting and keeping children/young people safe. It applies to all employees/volunteers who have contact with, and access to children/young people.

It is essential that at least one governor on a Headteacher recruitment panel has taken this training; so GSD are delighted to be able to offer this training to governors within your school's subscription to our service.

Intended for: all governors

*This training should be "refreshed" after five years.

NB Participants must attend both sessions 1 & 2 to complete the training.

Session	Day	Date	Time	Code
1	Monday	13 January 2025	6.00 PM - 8.30 PM	OSF01
2	Monday	20 January 2025	6.00 PM - 8.30 PM	

Equality Legislation & Vulnerable Groups

Equality and Diversity

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

Course objectives:

- To understand your responsibilities under the Public Sector Equality Duty (PSED)
- To understand the Equality Act and associated definitions
- To be aware of the issues governors need to think about strategically
- To be aware of support available for schools

Intended for: All governors

Day	Date	Time	Code
Wednesday	24 April 2024	6.00 PM - 7.30 PM	OEDI01
Wednesday	26 March 2025	6.00 PM - 7.30 PM	OEDI02

Exclusion and Suspension Panels

This course is a governors' guide to exclusions from maintained schools, academies and pupil referral units in England. It is aimed at governors participating as a panel member in an exclusion or suspension hearing.

There is an expectation that this training is attended before sitting on an exclusion panel. The technicalities involved in the process and the Equalities Legislation that applies to this area are complex.

Course objectives:

- Develop an understanding of the exclusion/suspension process – legal principles and government guidance
- Explore the different responsibilities of the headteacher/principal, governing board, and LA/academy trust in the exclusion/suspension process
- To examine the role of governors in reviewing the evidence presented and the effect of the Equality Act on decision making

Intended for: All governors, but essential for governors to attend before sitting as a panel member.

Day	Date	Time	Code
Thursday	20 June 2024	6.00 PM – 8.00 PM	OEX01

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	Code
Wednesday	26 June 2024	6.00 PM – 8.00 PM	OCC01

Special Educational Needs & Disability and the 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	Code
Wednesday	02 October 2024	6.00 PM – 8.00 PM	OUS01
Thursday	13 February 2025	10.00 AM – 12.00 PM	OUS02

Bespoke Training for a Multi-Academy Trust

Bespoke training for a Multi-Academy-Trust - GSD are able to discuss your requirements as a MAT and to design training sessions to fit your requirements. Contact GSD for a discussion and a quote.

Email: Governors@leics.gov.uk Telephone: **0116 3056503**

Other In-School Training Offer

Training for individual governing boards involving all governors, has a significant impact on the effectiveness of the governing board as a whole. If you subscribe to GSD as part of a collaborative group, you could pool your entitlement to training to create a training programme for your group.

All of the sessions in the core training programme are available to you in addition to the sessions outlined below. Any of these sessions can be adapted to suit your governing board's specific needs (this may attract comparative an additional fee).

Please contact GSD to discuss your requirements.

Email Governors@leics.gov.uk Telephone **0116 305 65603**

Converting to an Academy - Due Diligence Process

Due Diligence - for maintained schools who are considering joining a Multi-Academy-Trust. This one-hour session will consider the requirements of "due diligence" and seek to prepare you for the process of examining the relevant paperwork.

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.

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.

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.

Training from Other LA Department

(Additional fee attaches)

External Triangulation

Triangulation is a technique that school governors can use to improve the scrutiny of performance. As a school governor this is a core function for your board.

You are being asked to provide assurance that things are as they should be and to provide 'challenge' to those making the decisions. This is a key activity for school performance – you want to see things continuously improving.

However, the report being presented by the headteacher or chief executive, is the only source of information you have. Even your board monitoring activities will have had substantial input from school leaders. Given that they are the expert in their field, have helped produce the report and have all the background information at their fingertips, how can your board be certain of the information presented to them?

That's where triangulation comes in. Your board can use this technique of seeing your school through independent eyes to provide you and the schools leadership with confidence of someone independently looking at an aspect of school life. This will hopefully reassure you if someone else sees the same that you do. . You can use this information to celebrate the success and focus on any areas for development.

Schools are used to benchmarking for example using the Local authority interactive tool (LAIT) (www.gov.uk/government/publications/local-authority-interactive-tool-lait) or Analyse School Performance (ASP).LCC are pleased to add the following to the list of possible external reports available to schools for the purpose of triangulation (in most circumstances they will attract a fee but you can be reassured that each of our consultants is carefully selected and the standard of report quality assured):

LEAMIS Training Courses Spring 2024: A full list of staff training can be found on their website at:

<https://leicestershiretradedservices.org.uk/Page/13105>

LEAMIS do include an offer for training staff on aspects of completing the school budget: If there is any specific training you would like and cannot see listed, please do not hesitate to contact the LEAMIS ServiceDesk on 0116 231 1280 or Email servicedesk@leamis.org.uk

The Education Effectiveness Team can broker the following:

- Safeguarding audit
- Website audit
- Teaching and learning health-check review
- Whole school SEND review
- Pupil premium review

For any of the above please contact educationeffectiveness@leics.gov.uk

• External Reviews of Governance

Please contact GSD for more information.

Tel:0116 305 6503, Email: Governors@leics.gov.uk

• Desktop review of the Single Central Record

Please contact Strategic HR for Schools and Governors on 0116 305 0700 or via email at: hrrservices@leics.gov.uk

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 school's 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 information about 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 and ask for information on an ERG.

Safeguarding Development with LCC

Safeguarding Development offers training, resources and advice to Maintained Schools, Academies, Independent Schools, FE colleges and training providers for under 18s e.g., apprenticeships.

Allegation Management

Half day from 09.30am to 12.30pm – £65 per delegate.

This half day course is mainly for head teachers, chairs of governors, DSLs and senior staff with related responsibilities.

This course will give participants an understanding of their roles and responsibilities with regard to safeguarding practices to reduce the risk of allegations being made, the handling of allegations about staff conduct, the role of the Local Authority Allegations Manager, referrals to DBS and the Teacher Regulation Agency. The Safeguarding and Compliance Lead and LADO, together with a representative from HR normally attend to comment and advise on current practice. Chairs of governors are encouraged to attend. They will have to follow this process should their head teacher be the subject of an allegation.

Training for Designated Safeguarding Leads and Deputies & Refresher Training

Whole day face-to-face course from 9.30am to 4.00pm – £175 per delegate (including lunch). Or, available virtually via two weekdays sessions of 2 and half hour each (attendance at both will be required for the issue off the attendance certificate) – £150 per delegate.

Initial training for Designated Safeguarding Leads or Deputy Designated Safeguarding Leads. All schools should have at least two people with current training. Deputy DSLs must hold the same level of training as the DSL, this should be refreshed every two years. The training provides you with an understanding of your statutory responsibilities, Child Social Care thresholds, strategic leadership of safeguarding as well as best operational practice.

Safer Recruitment Training

The local authority training whole day face-to-face course from 9.30am to 4.00pm – £175 per delegate (including lunch). Or, available virtually via two weekdays sessions of 2 and half hour each (attendance at both will be required for the issue off the attendance certificate) – £150 per delegate.

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. The local authority delivers the Safer Recruitment Consortium training which should be updated every 5 years.

To book training

Safeguarding in Education Admin Tel: 0116 3056314 Email: safeguarding.education@leics.gov.uk

Further details of course content and the training programme and dates can be found on the LTS website: <https://leicestershiretradedservices.org.uk/Services/3293>

Bespoke courses – Sessional courses delivered in your venue – £200. Please discuss with a member of the team.

Anti-Bullying

Anti-bullying – offer two courses:

1 Beyond Bullying Award

The 'Beyond Bullying Award' is an excellent way for your school to gain accreditation and recognition for its achievements in embedding effective anti-bullying practice. The award format has a bronze, silver & gold standard. This way schools can achieve reward & recognition for the level of work that they are undertaking; and it provides schools with opportunities to build on their practice.

Work on the award is completed within an academic year. Schools will be able to register for 2024-2025 here: www.beyondbullying.com/register

The Award costs £550 (for financial year 2023-2024 and price subject to change), providing accreditation for three years.

For a governor to attend the on-line training there is an additional fee of £30 per delegate.

2 Everyone's Welcome

'Everyone's Welcome' is a Leicester/Leicestershire initiative which uses the 'No-Outsiders' framework and resources to teach the principles of the Equality Act 2010 to primary school children. To support school leaders and to adopt the whole school approach, it is recommended that a governor attends the training alongside the headteacher and the member of staff who will lead the project. For the cost of £500 per school (for financial year 2023-2024 and price subject to change), you will receive:

- Half day face to face training for three members of staff.
- Full set of books & lesson plans (**42 storybooks in total – 6 per year group**)
- A copy of Andrew Moffatt's book No Outsiders: Everyone Different, Everyone Welcome: Preparing Children for Life in Modern Britain
- Support & advice throughout the year
- Network opportunities with other schools

For further information about the training courses please email: beyondbullying@leics.gov.uk

Health, Safety and Wellbeing Services

Leicestershire Traded Services Health, Safety and Wellbeing Services provide a range of training aimed at the education sector. The training is aimed at SLT members, Governors, School Business Managers, Faculty Leads, EVC's and Premises Managers. Training includes:

- | | |
|---|---|
| • UKATA Asbestos Awareness – Nationally accredited training | • Fire Safety Awareness• Fire Risk Assessment Awareness for Occupiers Assessments |
| • Management of Health and Safety for Head Teachers | • Manual Handling Awareness |
| • Health and Safety for Premises Officers | • Work at Height Awareness |
| • Risk Assessment | • Educational Visits Co-ordinator |
| • Control of Substances Hazardous to Health (COSHH) | • Visit leader |

The above courses are delivered by health and safety qualified staff at venues throughout Leicestershire or as bespoke training at your site. Online Training via Teams: Legionella Bitesize Refresher. If you require any further information please see our website www.leicestershiretradedservices.org.uk or contact our service helpline 0116 305 5515 or email healthandsafety@leics.gov.uk

LTS HR - Strategic HR Services for Schools and Governors

As well as offering a full strategic HR Service Level Agreements (SLA) the LTS HR Team provide a wealth of other consultancy services and training opportunities for both Senior Leaders and Governors in schools and academies.

The LTS HR Team currently offers a number of pre-planned training workshops which take place throughout the year including;

- **Performance Management** – for Senior Leaders responsible for carrying out performance management of staff. This course outlines the performance management process for both teachers and support staff; the role of the appraiser and their responsibilities in respect of the performance management process and how to manage performance concerns/capability.
- **Restructuring and Managing Redundancies** – The aim of this course is to provide participants with the skills, knowledge, and confidence to successfully lead, manage and implement the process for restructuring and redundancies in accordance with their Organisational Change Policy.
- **Single Central Record Training** – primarily aimed at Business Managers, Senior Leaders and Safeguarding Governors this training course will provide participants with a comprehensive understanding of all relevant pre-employment checks which must be undertaken for each group of staff and volunteers working within the school setting and how to record these correctly on the school's Single Central Record (SCR).
- **Staff Attendance Management** – for senior leaders and those with staff management responsibility. This training course outlines the process for managing staff attendance, including supporting individuals with disabilities and long-term health issues, as well as dealing with persistent short-term absences.
- **Undertaking Investigations (Disciplinary & Grievances)** - this training course will help participants to understand their role when undertaking an investigation, providing them with the skills and confidence needed to ensure a fair and thorough process. By attending this course, participants will develop their knowledge and skills to undertake an investigation and recognise the importance of planning and preparation.

In addition, we can provide bespoke training to suit specific requirements. If you would like to discuss your school's training needs, or would like further information about our SLAs, bespoke services or our consultancy offer please visit our HR pages on LTS www.leicestershiretradedservices.org.uk Alternatively contact us on 0116 305 0700 or email: hrrservices@leics.gov.uk.

Leicestershire Music

Leicestershire Music, part of Leicestershire Music Hub, is available to support both Leicestershire and Leicester City schools to ensure that all young people access high quality music provision, whether that be instrumental tuition, curriculum lessons, playing in an ensemble, joining a choir and much more.

We are committed to helping schools to provide an excellent music education and to help with the teaching of the National Plan for Music Education. We have FREE support available for all schools that includes resources and teaching materials. They also provide FREE Consultation sessions for Primary, Secondary, Special Schools, Music Technology and Singing

Primary: Beth.Carr@leics.gov.uk

Secondary: Michaela.Harmson@leics.gov.uk

Special Schools: Anna.Wolloff@leics.gov.uk

There is a range of CPD on offer to schools, including an annual Music conference and termly free network meetings which can be found here <https://leicestershiremusichub.org/events/2024/01/the-national-plan-for-music-how-to-support-the-schools-in-my-mat2>

If you would like to contact Leicestershire Music with regards to your school please contact us on LMteaching@leics.gov.uk

Virtual School Training offer

The Virtual School delivers a wide range of training to schools and college staff, governors, social workers, carers and adoptive parents. The aim of the training is to help all professionals understand the needs of children in care and previously looked after children by identifying the barriers and strategies to support them.

The following training is available to Schools, Early Years Settings and Foster carers and adopters .

- Whole School Attachment and Trauma training including Emotion Coaching – 2 hour training
- Key Adult Learning Mentor Training (KALM) – 3 day training
- Induction Training for Designated Teachers of looked-after children and previously looked-after children
- Emotion Coaching training to foster carers
- Training to governors
- Early Years training to settings
- Training to adopters,
- Key Adult and Principles of Theraplay courses

More details are on the website

<https://resources.leicestershire.gov.uk/leicestershire-virtual-school>

and can be booked by emailing: virtualschool@leics.gov.uk

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

Call 0116 232 3232

Email: tradedservices@leics.gov.uk

 [LeicsTraded](https://twitter.com/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: Tel: **0116 305 6503** Email: **Governors@leics.gov.uk**

Caroline Woodhouse	Team Manager
Michelle Veneziale	Senior Governance Support Officer
Natalie Huang	Administrative Officer
Kumud Solanki	Administrative Officer

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

