

Governor Support & Development (GSD)

Training and development programme
April 2022 - March 2023



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Welcome to the 2022/2023 Training and Development Programme for Clerks and Governors

Dear Governors

We have undergone a massive change in the way that we work – not just in education but in all sectors of life where technology has played a part in helping us to work out how to limit the impact of COVID19 on our daily lives. GSD will continue to provide most of our training via on-line but hope to bring some key sessions back as face to face training this year. One such event will be our first conference where we hope to inspire our governors to continue with their hard work by enabling networking and an exchange of ideas. There will be a strong focus on nurturing our pupils. We are aiming to hold it in September – so keep a look out for further details!

As we settle into another year of COVID19 related workplace activities what can we expect of the future for education? Here are some possibilities to consider:

Online Will Have A Major Role – perhaps obvious but there is no doubt it is going to be a major factor in future education ‘online classes’ from five to graduation and perhaps even post-graduation.

Traditional Mode Still Relevant – however we cannot underestimate the value of traditional classroom learning. As people, the ability to interact with others is key to our wellbeing; the research which is beginning to emerge on just how important those trusted relationships with key adults during the different phases of a child’s development confirms this.

On the Job Training – the cost of education at a higher level is unattractive to many. Whilst virtual training is most likely here to stay, on the ground training will provide the opportunity to become employable quickly. Roll this back to key stage 3 and 4 and our curriculum content could have a new dimension added as a lead-in to skill-based training. Of course, this is not a new idea, but it may be that this direction now picks up greater momentum.

Education as a Continuous Long – Term Engagement – good quality education is reliant on continuing professional development of staff; never has this been more important for our teachers and is likely to apply to other areas of work. Continuing to learn throughout your working life to adapt to new methodologies is and will be very important.

The Fourth Industrial Revolution – many of the workplace activities that our current cohort of pupils will work in do not yet exist! Schools have an enormous task in trying to equip pupils with the right skills to function in the workplace. Creative thinking and the ability to problem solve will be key for individual success.

So – COVID19 becomes a walk in the park compared to what the future might bring; but our education establishments will deal with the challenges to come and as ever GSD will look to provide the training and support to enable our governing boards to set the direction and vision we would all like to see for our pupils. System organisation and strength in collaboration to achieve the above are high in our agenda – here’s to a successful year!

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.	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 Safeguarding Children (Higher level)
Recommended training	Step 1 -Induction Training for New Governors Step 2 -Induction Training for New Governors	Personal skills	Leading Effective Meetings An Introduction to The Role of the Chair		
	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	Governance	Inclusion (encompassing exclusions) Health & Safety Awareness HR Essentials Ofsted Preparation	Become chair or vice chair	Chairs' Forums Role of the Chair Chairs' Leadership Development
	Safeguarding Children for All	Other topics	Performance Management and CDP British Values Finance Training (maintained or academy specific) Narrowing the Gap – Vulnerable Group Music – Enabling outstanding provision SEND & the Governing Board	Governance	HR Essentials Risk Management Career Education Improving Outcomes for Children in Care Safer Recruitment Performance Management and CPD
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.		Continuous development	Chairs' Forums Safeguarding Forums SEND Forums Training & Development Forums	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

Saturday 24th September 2022, 9.30am - 1.00pm

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



Face to face
(Breakfast included)



Guest Speaker Dave Harris
– found himself in the
national press headlines for
a “new” way of thinking on
behaviour in schools.



Workshops which will
consider Vision Values
and Ethos to create a truly
inclusive school where well-
being is top of the agenda!

BOOKING IS REQUIRED. PLACES ARE LIMITED TO 1 PER SCHOOL ON A FIRST COME FIRST SERVED BASIS

Further details of the conference will be made available on LTS.

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 NGA membership rates

ACCESS TO

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

B

Leadership

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

ACCESS TO

Chairs Forums
An Introduction to the Role of the Chair
Chairs' Leadership Development Programme
Performance Management and CDP

C

Clerks'

- All GSD publications on offer
- Helpline

ACCESS TO

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

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 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 may 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 core course is eight participants.

Access to courses

For Virtual training:

Virtual training is run via either MS Teams, Skype for Business 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 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	Code
Thursday	28 April 2022	10am - 12pm	MCM01
Thursday	28 April 2022	6pm - 8pm	MCM02

Autumn Term

Day	Date	Time	Code
Wednesday	14 September 2022	10am - 12pm	MCM03
Wednesday	14 September 2022	6pm - 8pm	MCM04

Spring Term

Day	Date	Time	Code
Thursday	19 January 2023	10am - 12pm	MCM05
Thursday	19 January 2023	6pm - 8pm	MCM06

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
Wednesday	4 May 2022	10am - 11.30am	MCB01
Wednesday	4 May 2022	6pm - 7.30pm	MCB02

Autumn Term

Day	Date	Time	Code
Tuesday	6 September 2022	10am - 11.30am	MCB03
Tuesday	6 September 2022	6pm - 7.30pm	MCB04

Spring Term

Day	Date	Time	Code
Tuesday	10 January 2023	10am - 11.30am	MCB05
Tuesday	10 January 2023	6pm - 7.30pm	MCB06

Training & Development Forum

Training and Development Governors are invited to attend this annual forum where we will share developments in training. This 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

Day	Date	Time	Code
Tuesday	10 May 2022	10am - 11.30am	MTD01
Tuesday	10 May 2022	6pm - 7.30pm	MTD02

(NEW) 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
Thursday	22 September 2022	10am - 11.30am	MCS01
Thursday	22 September 2022	6pm - 7.30pm	MCS02

Spring Term

Day	Date	Time	Code
Wednesday	25 January 2023	10am - 11.30am	MCS03
Wednesday	25 January 2023	6pm - 7.30pm	MCS04

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
Wednesday	18 May 2022	10am - 12pm	MSN01
Wednesday	18 May 2022	6pm - 8pm	MSN02

Autumn Term

Day	Date	Time	Code
Tuesday	27 September 2022	10am - 12pm	MSN03
Tuesday	27 September 2022	6pm - 8pm	MSN04

Clerks' Development Programme

Induction Training for Clerks

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

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

Session	Day	Date	Time	Code
1	Tuesday	11 October 2022	9.30am – 12.30pm	MCT01
2	Wednesday	12 October 2022	9.30am – 12.30pm	MCT01

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 who wish to extend their knowledge.

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

Session	Day	Date	Time	Code
1	Wednesday	26 October 2022	9.30am – 12.30pm	MCIT01
2	Thursday	27 October 2022	9.30am – 12.30pm	MCIT01

Clerks' Workshop

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

Day	Date	Time	Code
Wednesday	8 June 2022	10am – 12pm	MCW01
Wednesday	21 September 2022	10am – 12pm	MCW02
Tuesday	7 February 2023	10am – 12pm	MCW03

(NEW) Complaints Panel Training for Clerks

This session looks at the clerk's role in the complaints panel process with a focus on:

1. Helping your panel prepare for their 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.

Intended for: All clerks to governors

Day	Date	Time	Code
Thursday	6 October 2022	6pm - 8pm	MCPC01
Thursday	31 January 2023	10am - 11.30am	MCPC02

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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.

Maintained Schools

Face to Face Full-day Training

Day	Date	Time	Venue	Code
Saturday	11 June 2022	9.30am - 4pm	County Scout HQ, Forest East	F-MMI01

Virtual Training

	Day	Date	Time	Code
Step 1	Wednesday	11 May 2022	6pm - 8pm	MMI01-1
Step 1	Thursday	6 October 2022	6pm - 8pm	MMI01-2
Step 1	Wednesday	8 February 2023	6pm - 8pm	MMI01-3
Step 2	Thursday	19 May 2022	6pm - 8pm	MMI02-1
Step 2	Wednesday	16 November 2022	6pm - 8pm	MMI02-2
Step 2	Wednesday	8 March 2023	6pm - 8pm	MMI02-3

Academies

Face to Face Full-day Training

Day	Date	Time	Venue	Code
Saturday	2 July 2022	9.30am - 4pm	County Scout HQ, Forest East	F-MAI01

Virtual Training

	Day	Date	Time	Code
Step 1	Thursday	19 May 2022	6pm - 8pm	MAI01-1
Step 1	Monday	10 October 2022	6pm - 8pm	MAI01-2
Step 1	Tuesday	7 February 2023	6pm - 8pm	MAI01-3
Step 2	Wednesday	25 May 2022	6pm - 8pm	MAI02-1
Step 2	Thursday	17 November 2022	6pm - 8pm	MAI02-2
Step 2	Tuesday	3 March 2023	6pm - 8pm	MAI02-3

Leadership

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. This session could also be extremely useful for aspiring chairs.

Day	Date	Time	Code
Thursday	30 June 2022	6pm - 8pm	MCH01
Thursday	29 September 2022	10am - 12pm	MCH02

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	Code
Wednesday	1 February 2023	6pm - 8pm	MEM01

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 training specifically for Chairs of Governors to reflect and share practice on how we achieve this.

The day (if face to face) or two sessions (if online) will cover:

- The National and Regional context for governance
- The characteristics of a High Performing Board
- The Board's role in driving school improvement
- Approaches to reviewing governance
- Leading the Board's business
- Succession Planning

Course Objectives

- To provide Chairs of Boards with up to date knowledge about educational issues facing schools
- To share research about the impact of effective Boards on improving schools
- To provide an opportunity to reflect on your current practice
- To share 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

NB this is a face to face full-day training.

Day	Date	Time	Venue	Code
Saturday	26 November 2022	9.30am - 4pm	County Scout HQ, Forest East	MCL01

The Role of Governing Boards in Driving School Improvement

The series of four 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 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.

Session 1 - Being Strategic: Vision, Values and Ethos. The Role of the Board in establishing Curriculum Intent

How does a Trust/Governing Board establish the school's Vision and Values, hence 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 this 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.

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

Once a Trust/School's Vision and Values are 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 will frame how the school aims to achieve its vision. Once this has been developed, the Board needs to sign off the annual development plan, written by senior leaders and detailing the actions that the school will take to achieve its improvement priorities. This is a highly practical session and examples of effective practice will be shared to stimulate group discussion.

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

This workshop explores definitions of curriculum and how Ofsted's Education Inspection Framework (September 2019) puts 'quality of education' at the heart of school effectiveness. The session will consider governors' understanding of curriculum implementation (how curriculum intent is translated into classroom practice) and impact (considering the progress that pupils make as a result of their classroom experience) and their role in overseeing the quality of curriculum provision.

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)

Course A: For Single-Academy Trust and Maintained Schools

Course A	Day	Date	Time	Code
Session 1	Thursday	9 June 2022	6pm - 8pm	MSIA01-1
	Wednesday	15 June 2022	6pm - 8pm	MSIA01-2
	Tuesday	22 November 2022	6pm - 8pm	MSIA01-3
Session 2	Monday	27 June 2022	6pm - 8pm	MSIA02-1
	Wednesday	28 September 2022	6pm - 8pm	MSIA02-2
	Tuesday	24 January 2022	6pm - 8pm	MSIA02-2
Session 3	Wednesday	5 October 2022	6pm - 8pm	MSIA03-1
	Wednesday	9 November 2022	6pm - 8pm	MSIA03-2
	Thursday	16 February 2022	6pm - 8pm	MSIA03-3
Session 4	Thursday	10 November 2022	6pm - 8pm	MSIA04-1
	Tuesday	6 December 2022	6pm - 8pm	MSIA04-2
	Tuesday	21 March 2023	6pm - 8pm	MSIA04-3

Course B: For Multi-Academy Trusts

Course B	Day	Date	Time	Code
Session 1	Wednesday	15 June 2022	6pm - 8pm	MSIB01-1
Session 2	Monday	4 July 2022	6pm - 8pm	MSIB02-1
Session 3	Monday	3 October 2022	6pm - 8pm	MSIB03-1
Session 4	Tuesday	15 November 2022	6pm - 8pm	MSIB04-1

Finance

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	Code
Wednesday	29 June 2022	6pm - 7.30pm	MAF01
Monday	19 September 2022	6pm - 7.30pm	MAF02

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	15 September 2022	6pm - 7.30pm	MBF01
Thursday	29 September 2022	10am - 11.30am	MBF02

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	3 November 2022	6pm - 7.30pm	MFM01
Thursday	02 February 2023	10am - 11.30am	MFM02

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
Wednesday	02 November 2022	6pm - 8pm	MBV01

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	Code
Wednesday	30 November 2022	6pm - 8pm	MCE01

(NEW) Get Your Board Panel Ready

This session is designed to support the clerk and board to become 'panel ready'.

It will look at the following key areas:

- Forming the panel
- Following policy, procedure and regulations
- Coming to a decision
- Post panel actions

Day	Date	Time	Code
Monday	23 May 2022	6pm - 8pm	MPN01

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.

Course Objectives

Day	Date	Time	Code
Thursday	1 December 2022	6pm - 8pm	MSR01

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	Code
Monday	9 May 2022	6pm - 8pm	MHS01
Monday	28 November 2022	6pm - 8pm	MHS02

Music – Enabling an outstanding music provision

Within every outstanding music provision in a primary school sits well informed and well-equipped governors who work alongside the music coordinator to support and guide the subject.

In this training there will be a focus on working in partnership with the music coordinator to understand the role, the vision, and aims of the music provision. There will be time to investigate what makes a quality music policy to ensure it is up to date with local and national key priorities.

The role of the governor will be considered in how it can enhance the school's music provision. Resources will also be made available to support you in your role.

Course objectives:

- To have an understanding of the role of the governor in developing the school's music provision
- To know what is needed in supporting a music coordinator
- To know what resources and equipment are available to support the music provision in schools

Intended for: The Music Link Governor for EYFS, KS1 And KS2

Day	Date	Time	Code
Thursday	26 May 2022	6pm - 8pm	MMU01

Narrowing the Gap (Vulnerable Groups)

This session explores the boards 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

Day	Date	Time	Code
Wednesday	22 June 2022	6pm - 8pm	MNG01
Wednesday	15 March 2023	6pm - 8pm	MNG02

Ofsted Preparation

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	Code
Thursday	12 May 2022	6pm - 8pm	MOF01
Thursday	8 September 2022	6pm - 8pm	MOF02
Tuesday	31 January 2023	10am - 12pm	MOF03

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	7 June 2022	10am – 12pm	MPM01
Wednesday	12 October 2022	6pm – 8pm	MPM02

Risk Management (for maintained and academy schools)

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	20 March 2023	6pm – 8pm	MRM01

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	11 October 2022	6pm - 7.30pm	MTW01

HR Essentials

HR Essentials - Pay and Appeals

As well as providing an update on the 2017 School Teachers' Pay and Conditions Document, this workshop will promote an understanding of performance related pay for teachers and the role of governors on either the pay committee or pay appeals committee.

Day	Date	Time	Code
Tuesday	20 September 2022	6pm - 7.30pm	MHR01

HR Essentials – Policies

What is the role of a governor supporting senior leaders through the application of HR policies and procedures? This session will address the understanding and practical application of HR processes including attendance management, grievance, capability and conduct.

Day	Date	Time	Code
Wednesday	8 February 2023	10am - 11.30am	MHR02

Safeguarding and SEND

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	16 November 2022	6pm - 8pm	MCC01

Inclusion (encompassing exclusions)

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 hearing. It is recommended 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 and the possible ramifications of not getting it right can be far-reaching.

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
- Raising awareness of the impact of Equalities Legislation in respect of the exclusion process.

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	Code
Tuesday	14 June 2022	6pm - 8pm	MEX01
Wednesday	23 November 2022	10am - 12pm	MEX02

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	8 June 2022	6pm - 8pm	MSG01
Thursday	6 October 2022	10am - 12pm	MSG02
Wednesday	23 November 2022	6pm - 8pm	MSG03
Thursday	2 February 2023	6pm - 8pm	MSG04

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	27 October 2022	6pm - 8pm	MSGH01
Thursday	2 March 2023	6pm - 8pm	MSGH02

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	14 November 2022	6pm - 8.30pm	MSF01
2	Monday	21 November 2022	6pm - 8.30pm	

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	26 October 2022	6pm - 8pm	MUS01
Thursday	23 March 2023	10am - 12pm	MUS02

Bespoke In-School Training

Any session which is more than two hours long is not available within the In-School training offer.

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 or call 0116 305 6503 to discuss your requirements.

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 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

(Additional fee attaches)

Safeguarding Development Officers

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

Training charges

Whole day courses – £175 (including lunch).

Half day Allegations Management Course – £65

Sessional courses delivered in your venue – £200

Bespoke courses – Discuss with a safeguarding development officer.

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 can be found on the LTS website:

<https://leicestershiretradedservices.org.uk/Services/3293>

Allegation Management

This half day course is mainly for head teachers, chairs of governors and senior staff with related responsibilities. All sessions are from 09.30am – 12.30pm at Beaumanor Hall.

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.

Training for Designated Safeguarding Leads and Deputies

Training is a whole day 9.30am – 4.00pm. Initial training for Designated Safeguarding Leads or Deputy Designated Safeguarding Leads. All schools should have at least two people with current training. This should be refreshed every two years. Part of the role of the DSL is to ensure that all school staff access appropriate, updated safeguarding training. Resources to deliver this will be presented and given to the course attendees.

Safer Recruitment Training

Training is a whole day 9.30am – 4.00pm at Beaumanor Hall.

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.

Anti-Bullying Team

The Anti-Bullying Team offers a range of training and advice to all schools and across the wider children's workforce. Course which might be of specific interest to Governors are:

The Role of the Anti-Bullying Lead Governor

Date: Wednesday 23rd February 2022

Time: 9.30am – 11.30am

Online Via Microsoft Teams

Booking form here: www.beyondbullying.com/usefulresources

Cost £30 per delegate

'Everyone's Welcome' is a Leicester/Leicestershire initiative which uses the 'No Outsiders' resource and framework to teach the Equality Act (2010) to primary school children. To support this whole school approach it is recommended that a governor attends this training alongside the head teacher and the member of staff who will lead the project. For further information about 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. These training courses are tailored to towards SLT members, Governors, Business Managers and Premises Staff.

Training includes:

UKATA Asbestos Awareness - Nationally accredited training

Management of Health and Safety in Schools

Health and Safety for Premises Officers

Risk Assessment

Control of Substances Hazardous to Health (COSHH)

Fire Safety Awareness

Fire Risk Assessment

Manual handling Awareness

Work at Height Awareness

Educational Visits Co-ordinator

Visit leader

*Legionella Bitesize Refresher

The above courses are delivered by health and safety qualified staff at venues throughout Leicestershire or as bespoke training at your site (subject to COVID restrictions).

*Only available online via Microsoft Teams.

Coming soon online training: Risk Assessment Refresher and Leadership in Health and Safety

If you require more information, please see our website <https://leicestershiretradedservices.org.uk/Services/3140> or contact service helpline **0116 305 5515** or email to healthandsafety@leics.gov.uk

Strategic HR Services

As well as offering a full strategic HR Service, Leicestershire Traded Services HR provides a wealth of learning opportunities for the senior leadership team in schools, academies and other sectors.

Our team are experienced in delivering a number of workshops which take place throughout the year including Performance Management, Attendance Management, Safer Recruitment, Organisational Change, Handling Difficult Conversations etc. If you are looking for something bespoke to suit your specific requirements or would like to access bitesize workshops to fit in with the school day, we can do this.

For more information about our services and training please visit LTS Online <https://secure2.sla-online.co.uk/v3/Resources/Page/1448> or contact us at 0116 3050700 or email hrservices@leics.gov.uk

Leicestershire Music

Leicestershire Music website: <https://leicestershiremusic.org/>

Leicestershire Music Hub – of which **Leicestershire Music (LM)** is Lead Partner.

Our **Covid-19 Information & Guidance page** contains the latest guidance for Leicester and Leicestershire schools on safe musical learning along with the latest LM Risk Assessment. This page is updated regularly as new guidance is released from the DfE etc. DfE and ACE are keen that music services, hubs, teachers are as flexible and supportive to schools as possible as long as activities are safe and compliant. Please don't hesitate to get in touch if you want further support, advice or clarification.

We have developed a range of **FREE fully planned and Covid-aware Schemes of Work** for schools, along with **FREE Consultation sessions** for **Primary, Secondary, SEND, Music Technology** and **Singing**.

If you're looking for quality CPD, look no further than our **CPD offer** and **FREE Music Network Meetings**

We have also been working on **FREE Primary School** and **Secondary School** resources to help music education continue where music staff and / or instruments are unavailable.

Visit our **Music Tech WCIT** page find out how we can help with innovative distance learning. We are committed to delivering high quality music education and are working with Schools to ensure that young people's music education can continue.

Lastly, if you're looking for full Schemes of Work, why not look at our **Primary** and **SEND** resources

If you have any queries about our projects, bookings or any way we might be able to help your students make music, please contact us on LMTeaching@leics.gov.uk

Diocese Foundation Governor Training

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 Church of England school. 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.

These sessions will be led by the Assistant Director for Education and Fiona Moss from RE Today along with a serving SIAMS inspector.

● Part 1 – Church Schools, Ethos & RE ● Part 2 – SIAMS & Collective Worship

This training is delivered online, with breaks built in to the timings. Participants are encouraged to attend both sessions with the same group. **FEES – Partnership Schools £125, Other Schools £250 (price is per school not per participant)**

Group	Sessions	Day	Date	Time
GROUP A AUT & SPR 2021	Part 1	Wednesday	24 November 2021	6pm - 8pm
	Part 2	Wednesday	9 February 2022	6pm - 8pm
GROUP B SPR & SUM 2021	Part 1	Tuesday	15 March 2022	6pm - 8pm
	Part 2	Tuesday	7 June 2023	6pm - 8pm

NB: this training is provided by the Leicester Diocesan Board of Education (DBE). New training dates for 2022-2023 will be introduced in Summer 2022. To book or for further information please contact: DBEOffice@LecCofE.org or visit their website www.leicesterdbe.org/.

Other training and conferences are available to governors and school staff throughout the year. These can be found in the Training section of the DBE website www.leicesterdbe.org/training/

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.

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 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 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 or telephone **0116 305 1138** and ask for information on the service.

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

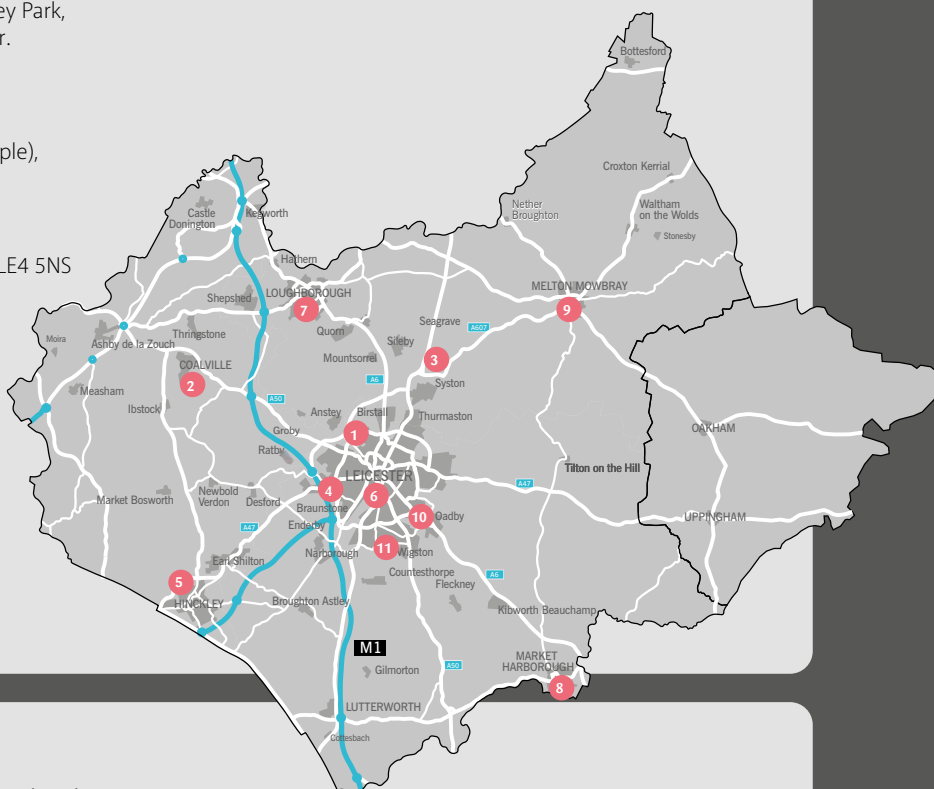
9. Pera Business Park, Nottingham Road, Melton Mowbray, LE13 0PB

Oadby

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

South Wigston

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



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	caroline.woodhouse@leics.gov.uk	0116 305 0364
Michelle Venezia	Senior Governance Support Officer	Michelle.Veneziale@leics.gov.uk	0116 305 4143
Natalie Huang	Administrative Officer	natalie.huang@leics.gov.uk	0116 305 4885
Kumud Solanki	Administrative Officer	kumud.solanki@leics.gov.uk	0116 305 6022

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