



Hampshire Governor Services Training & Development Programme 2020-2021



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Introduction

Welcome to the Training and Development Programme for 2020/21. This booklet gives details of the pre-planned programme for the year. The pace of change in education is very fast and so we will, of course, be adding additional events, briefings and topics throughout the year to support governing bodies and to ensure access to a current and relevant training offer.

To get the best value from this broad and comprehensive training offer, governing bodies should regularly review their performance and level of skills or knowledge to ensure the board can deliver effective governance that is focussed on pupils and school improvement. We suggest that the governing body conducts a skills audit and updates it regularly. There is a governing body self evaluation tool and example skills audit on our website to support this.

This training and development programme supports the designated training governor lead by enabling a training plan for the governing body to be drawn up. The plan should focus on what the governing body needs to ensure effective governance as well as what courses governors want to attend. This programme has been structured in three main sections; courses for those new to governance, courses for those with a designated leadership role and courses relevant to committee membership or those with a designated responsibility.

By choosing to be a subscriber to our provision you are helping to ensure that you will be able to access the breadth and quality of support service. Even if you think that your training needs are likely to be less this year, by supporting us through taking out a subscription to our services, this will help to make sure that we can maintain the current level of provision for those times when you do need it.

As well as access to the range of training courses within this programme, subscribers receive access to the following advice and support services:

- Whole governing body training session at the school;
- Fast, reliable, responsive, friendly support by email, telephone or in person to all those involved in governance in schools, academies, and education centres;
- Termly e-newsletters, fortnightly updates and guidance documents;
- Knowledgeable, sensible advice based on many years of working in governance;
- Comprehensive website of resources and information;
- Extensive databank of policies, documents and guidance linked to national regulations;
- Topical 'What's new?' area and specialist areas for clerks and Development and Training governors on our website;
- E-learning for crisis situations and key governors responsibilities.

Governing bodies can also purchase:

- Clerking services to individual schools, academies, children's centres and education centres;
- Reviews of governance;
- An externally moderated Clerks' Accreditation Programme;
- Bespoke consultancy services to support development.

Developing Good Governance – a Guide for Development and Training Governors is available on our website. Development and Training Governors will find it particularly useful, but it has a lot of relevant information for anyone on your governing body who is interested in such things as:

- information about skills audits;
- ideas for school-based induction;
- a suggested “route-map” through training for governors;
- tips for helping new clerks, chairs, vice-chairs and advice on relevant development and training in their roles;
- ways to identify training needs and get commitment to training;
- a strategy for ensuring the work of the governing body benefits from training attended;
- clarification of administrative procedures;
- linking with other schools to address training needs you have in common;
- Ofsted’s expectations of governing bodies.

We will continue to be as flexible as possible in responding to new developments and always welcome input from governors on the content of our provision or individual events. The termly training programme will highlight any additions or amendments to the courses on offer since this programme was printed. Up to date information is also available on our [website](#).

We hope this programme does meet your training needs but if you do have any comments or suggestions please contact the Governor Services office or alternatively, our website has an easy to use [message form](#).



Mandy Parsons, Head of Governor Services

TRAINING COURSES FOR 2020-2021

The background of the page is a solid dark blue color. Overlaid on this are several large, semi-transparent circles in various shades of blue, ranging from a light sky blue to a medium blue. These circles overlap each other, creating a layered, abstract effect. The circles are positioned in the lower and right portions of the page, leaving the top-left corner clear for the text.

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Competency Framework for Governance

The Department for Education has produced a **Competency Framework for Governance** which defines the knowledge, skills and behaviours required for effective governance. The framework is made up of 16 competencies underpinned by a foundation of important principles and personal attributes, which have been grouped according to the six features of effective governance set out in the **Governance Handbook**: Strategic Leadership; Accountability; People; Structures; Compliance and Evaluation. Each course in this programme has been mapped to the competency framework, enabling governing bodies to plan their training and develop the knowledge, skills and behaviours of their board.



Briefings

Briefings will be scheduled and publicised when a need arises and they will cover major changes in legislation as well as new Local Authority initiatives relevant to governors.

Training Provision for Church Schools

Hampshire County Council liaises closely with Winchester and Portsmouth CE Diocese and Portsmouth RC Diocese in addressing the needs of governors from voluntary controlled and voluntary aided schools. The induction programme is recommended by the Dioceses as a starting point for all their governors.

Specific training for church schools can be provided by Diocesan Officers through the governing body's whole governing body training entitlement. If you wish to pursue this option, please contact Governor Services.

Training Provision for Academies

Hampshire Governor Services is committed to offering training provision for academy governors. The Induction course provides the fundamentals for the role. Other courses as indicated throughout the directory are also relevant to academy governors and we also provide bespoke training. Please **contact us** for further advice.

Key

To help you select the right course for your establishment the following symbols are used:

INF – Infant	PRI – Primary	SPE – Special	EDU – Education Centre
JUN – Junior	SEC – Secondary	ACA – Academy	

New to Governance: Essential courses for all governors

Courses in this section will be beneficial for all governors to complete within their first year to eighteen months in the role. These courses provide an overview of the key roles and responsibilities of governors.

GS700 Induction for New Governors



INF JUN PRI SEC SPE ACA EDU

Who will benefit? All new governors.

What will you learn? This is an essential course for all new governors. This course will develop your understanding of the key roles and responsibilities of governors and how to discharge these effectively through the work of the governing body. The course will explore the three key functions of the governing body: setting the strategic direction, holding school leaders to account and ensuring financial probity; what this means in practice and how governors can work together to maximise the impact for pupils in the school. It will focus on how to get to know the school, and explain how governors should access and use appropriate information to actively participate in school improvement.

Pre-course reading

Post-course info

Attendance options One day (lunch provided) or two evenings (light supper provided).

GS700A	Tues 28 April 2020	09:30 - 16:30	Fareham Innovation Centre
GS700B	Wed 6 & 13 May 2020	18:00 - 21:30	Alton Maltings Centre
GS700C	Sat 16 May 2020	09:30 - 16:30	Ell Court, The Castle, Winchester
GS700D	Thurs 21 May 2020	09:30 - 16:30	Peta Training & Conference Centre, Cosham
GS700E	Fri 05 Jun 2020	09:30 - 16:30	Brockenhurst Village Hall
GS700F	Mon 15 & 22 Jun 2020	18:00 - 21:30	Peta Training & Conference Centre, Cosham
GS700G	Mon 29 Jun 2020	09:30 - 16:30	Winchester Professional Centre
GS700H	Fri 10 Jul 2020	09:30 - 16:30	Holiday Inn, Farnborough
GS700I	Thurs 17 & 24 Sep 2020	18:00 - 21:30	Lyndhurst Community Centre
GS700J	Fri 02 Oct 2020	09:30 - 16:30	Winchester Professional Centre
GS700K	Sat 10 Oct 2020	09:30 - 16:30	The Holiday Inn, Farnborough
GS700L	Wed 14 Oct 2020	09:30 - 16:30	Fareham Innovation Centre
GS700M	Thurs 05 Nov 2020	09:30 - 16:30	Alton Maltings Centre
GS700N	Sat 14 Nov 2020	09:30 - 16:30	Ell Court, The Castle, Winchester
GS700O	Fri 27 Nov 2020	09:30 - 16:30	Peta Training & Conference Centre, Cosham
GS700P	Mon 07 Dec 2020	09:30 - 16:30	Ark Conference Centre, Basingstoke
GS700Q	Fri 15 Jan 2021	09:30 - 16:30	Beech Hurst, Andover
GS700R	Tues 19 & 26 Jan 2021	18:00 - 21:30	Ell Court, The Castle, Winchester
GS700S	Sat 06 Feb 2021	09:30 - 16:30	Peta Training & Conference Centre, Cosham

GS700**Induction for New Governors (continued)**

GS700T	Thurs 25 Feb 2021	09:30 - 16:30	Ark Conference Centre, Basingstoke
GS700U	Tues 02 & 09 Mar 2021	18:00-21:30	Fareham Innovation Centre
GS700V	Sat 20 Mar 2021	09:30 - 16:30	Ell Court, The Castle, Winchester
GS700W	Thurs 25 Mar 2021	09:30 - 16:30	Brockenhurst Village Hall

Non-subscribers: £220 (per person)

GS702**Holding Leaders to Account**

INF JUN PRI SEC SPE ACA EDU

**Who will benefit?**

This course is designed to benefit governors 12-18 months after they have attended Induction for New Governors.

What will you learn?

This course explores the governors' strategic role and the governing body's responsibility for holding school leaders to account. The course will examine how governors can contribute to successful school improvement planning, monitoring and evaluation. It will enable governors to develop effective questioning techniques and equip them with the skills to hold the school to account.

Pre-course reading**Attendance options**

One day or two evening sessions (lunch is provided on the full day).

GS702A	Tues 05 & 12 May 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
GS702B	Thurs 11 Jun 2020	09:30 - 15:30	Fareham Innovation Centre
GS702C	Fri 09 Oct 2020	09:30 - 15:30	Brockenhurst Village Hall
GS702D	Wed 18 Nov 2020	09:30 - 15:30	Ark Conference Centre, Basingstoke
GS702E	Thurs 28 Jan & 4 Feb 2021	19:00 - 21:30	Peta Training & Conference Centre, Cosham
GS702F	Tues 16 Mar 2021	09:30 - 15:30	Beech Hurst, Andover

Non-subscribers: £195 (per person) for the day, or £164 (per person) for two evening sessions



Really impressed by the content and the way the course was tailored to the audience. All questions raised were expertly dealt with, both trainers demonstrated in depth knowledge. Really excellent day, would recommend to others.

Induction for New Governors



Group tasks were well thought out, resourced and supported the learning objectives. Thank you so much for this course, it was excellent.

Holding Leaders to Account



GS703 Understanding Data in Primary Schools

INF JUN PRI SPE ACA EDU

2

Who will benefit? All governors from settings providing primary education.

What will you learn? School performance data is one of the most useful tools for governors in understanding strengths and weaknesses of pupil progress. This session will empower you to ask the right questions of your school leadership team. It will help you to understand the key features of the Inspection Data Summary Report (IDSR) and will look at the range of data available to you to enable you to hold senior leaders to account. It will help you identify how data is used in your school to improve curriculum provision and outcomes for all.

Governors need to bring the most recent Inspection Data Summary Report (IDSR) for their school to the session.

Attendance options One evening session.

GS703A	Wed 10 Jun 2020	19:00 - 21:30	Winton Community Academy, Andover
GS703B	Thurs 19 Nov 2020	19:00 - 21:30	Everest Community Academy, Basingstoke
GS703C	Tue 02 Feb 2021	19:00 - 21:30	Peta Training & Conference Centre, Cosham

Non-subscribers: £82 (per person)

GS704 Data Masterclass for Secondary Governors

SEC SPE ACA EDU

2

Who will benefit? All governors from settings providing secondary education.

What will you learn? To shape strategic school development, an understanding of the school performance data is one of the most useful tools for governors in order to support and challenge effectively. This data masterclass will build on a basic understanding of school data to explore your school and gain understanding of how to analyse strengths and weaknesses of pupil progress as well as empowering you to ask the right questions of your school leadership team. You will explore some of the different data analysis available to you in order to see trends and review outcomes for different groups of pupils so that you can help provide support and challenge for leadership impact on outcomes.

Attendance options One evening session.

GS704A	Wed 02 Dec 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
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Non-subscribers: £82 (per person)

GS705 Safeguarding Children

INF JUN PRI SEC SPE ACA EDU

2

5

Who will benefit? Governors from all types of schools, particularly the person who would need to act if an allegation was made against the headteacher.

What will you learn? This course will cover the legislation and key guidance around child protection, and the need to make it a priority. Delegates will explore governing body responsibilities, including ensuring procedures are in place, and monitoring and evaluating their effectiveness. This course does not cover safer recruitment, which is covered in the Safer Recruitment Workshop (GS734).

Pre-course e-learning

Attendance options One evening session.

GS705A	Mon 04 May 2020	19:00 - 21:30	Alton Maltings Centre
GS705B	Thurs 08 Oct 2020	19:00 - 21:30	Fareham Innovation Centre
GS705C	Wed 24 Feb 2021	19:00 - 21:30	Lyndhurst Community Centre

Non-subscribers: £82 (per person)

GS706 Ofsted

INF JUN PRI SEC SPE ACA EDU

5

Who will benefit? All governors.

What will you learn? This course provides information on how Ofsted assesses schools based on the education inspection framework. It covers each of the principal judgements inspectors will make and you will have the opportunity to consider the evidence looked for when making each of the judgements. It will also highlight in detail the key considerations for governors around the quality of Leadership and Management of their school.

Attendance options One evening session.

GS706A	Wed 20 May 2020	19:00 - 21:30	Lyndhurst Community Centre
GS706B	Mon 09 Nov 2020	19:00 - 21:30	Peta Training & Conference Centre, Cosham
GS706C	Thurs 04 Mar 2021	19:00 - 21:30	Alton Maltings Centre

Non-subscribers: £82 (per person)



Very helpful course. Will be recommending my governor colleagues attend ahead of our next Ofsted inspection.

Ofsted



GS707 Understanding Finance in Schools

INF JUN PRI SEC SPE EDU

2

Who will benefit? All maintained school governors.

What will you learn? This course provides an introduction to school finance. It will cover school funding, budget planning and monitoring, develop your understanding of financial management reports and identify what is expected of governors in overseeing the use of public money. This is an introductory course to school finance and needs to be completed before attending Strategic Finance in Schools (GS737).

Pre-course e-learning

Post-course info

Attendance options Morning, evening or twilight sessions.

GS707A	Mon 11 May 2020	19:00 - 21:30	Everest Community Academy, Basingstoke
GS707B	Wed 10 Jun 2020	09:30 - 12:00	Fareham Innovation Centre
GS707C	Tues 13 Oct 2020	16:30 - 19:00	Ell Court, The Castle, Winchester
GS707D	Tues 24 Nov 2020	19:00 - 21:30	Peta Training & Conference Centre, Cosham
GS707E	Wed 27 Jan 2021	09:30 - 12:00	Brockenhurst Village Hall
GS707F	Tues 09 Feb 2021	16:30 - 19:00	The Holiday Inn, Farnborough
GS707G	Mon 22 Mar 2021	19:00 - 21:30	Alton Maltings Centre

Non-subscribers: £82 (per person)

GS708 Introduction to Academy Finance

ACA

2

Who will benefit? Governors and Trustees from academies.

What will you learn? This course focuses on the financial responsibilities of governors and trustees and is designed to demonstrate how governors and trustees with non-financial backgrounds can and should actively participate in financial planning, monitoring and reporting matters in academies.

Attendance options One evening session.

GS708A	Tues 20 Oct 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
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Non-subscribers: £82 (per person)



A very good insight into school finance for a new governor.

Understanding Finance in Schools



GS709 Understanding Personnel Matters

INF JUN PRI SEC SPE ACA EDU

2

Who will benefit? All new governors.

What will you learn? You will develop your understanding of personnel matters in the education context. This course will introduce the key responsibilities for governing bodies in employment matters, with a focus on establishing the employment relationship to include: recruitment, the key elements of safer recruitment, employment status, teaching and support staff terms and conditions, individual rights and discrimination.

Please note: This course is not a replacement for the Safer Recruitment course (GS734) and does not provide certification.

Attendance options One evening session.

GS709A	Tues 19 May 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
GS709B	Tues 17 Nov 2020	19:00 - 21:30	Peta Training & Conference Centre, Cosham

Non-subscribers: £82 (per person)

GS710 Understanding the Governors' Role in Monitoring and Evaluating SEND

INF JUN PRI SEC ACA EDU

5

Who will benefit? All new governors.

What will you learn? This course will cover the responsibilities of governing bodies in respect of children with special educational needs and disabilities and how effective provision is made in schools. You will explore in detail the governors' role in monitoring and evaluating the impact of the school's provision for children with special educational needs and disabilities, through a range of discussions and activities.

Pre-course e-learning

Attendance options One evening session.

GS710A	Mon 08 Jun 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
GS710B	Wed 07 Oct 2020	19:00 - 21:30	Peta Training & Conference Centre, Cosham
GS710C	Mon 01 Feb 2021	19:00 - 21:30	The Holiday Inn, Farnborough

Non-subscribers: £82 (per person)



Excellent session, well presented and engaging. Good examples of real life case studies.

Understanding Personnel Matters



GS711**Understanding the Special School Governors' Role in Monitoring and Evaluating SEND****SPE****5****Who will benefit?** New governors from special schools.**What will you learn?** This interactive course will cover the responsibilities of governors in a special school setting for monitoring and evaluating the impact of the school's provision through a range of discussions and activities.**Pre-course e-learning****Attendance options** One evening session.

GS711A Tues 07 Jul 2020 19:00 - 21:30 Ell Court, The Castle, Winchester

Non-subscribers: £82 (per person)

GS712**Understanding the Primary Curriculum****INF JUN PRI SPE ACA EDU****2****Who will benefit?** All new and inexperienced governors from settings providing primary education.**What will you learn?** You will develop your understanding of the curriculum so that you can play an effective part in curriculum decisions. The course will cover governors' responsibilities and good practice in discharging them. The training will also include the changes to the Ofsted Inspection Framework that places a greater emphasis on the quality of the broad and balanced curriculum.**Attendance options** One evening session.

GS712A Tues 28 Apr 2020 19:00 - 21:30 Peta Training & Conference Centre, Cosham

GS712B Mon 02 Nov 2020 19:00 - 21:30 Holiday Inn, Farnborough

GS712C Thurs 21 Jan 2021 19:00 - 21:30 Ell Court, The Castle, Winchester

Non-subscribers: £82 (per person)



Provided a clear sense of what the governor involvement should be – I wasn't looking at curriculum intention before. Developed a list of actions to bring back to share with the governing body.

Understanding the Primary Curriculum



Leadership Roles: Key courses for those with a designated leadership role

The courses in this section will be beneficial for those members of the governing body holding or aspiring to hold a designated leadership role.

GS713 Development for Chairs

INF JUN PRI SEC SPE ACA EDU

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Who will benefit?	New chairs, vice chairs and committee chairs. Aspiring chairs of the governing body or committees would also benefit.
What will you learn?	This course covers the key tasks of the role and skills required to be an effective chair or vice chair: how to ensure appropriate delegation; handling difficult and sensitive issues; and how to ensure that the chair and the vice chair work in partnership with the senior leadership team of the school.
Pre-course reading	
Post-course info	
Attendance options	One day or two evening sessions (lunch is provided on the full day).

GS713A	Mon 05 & 12 Oct 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
GS713B	Fri 06 Nov 2020	09:30 - 15:30	Holiday Inn, Farnborough
GS713C	Thurs 12 Nov 2020	09:30 - 15:30	Fareham Innovation Centre

Non-subscribers: £195 (per person) for the day, or £164 (per person) for two evening sessions

GS714 Chairing Matters I – Chairs and Headteachers: Working Together

INF JUN PRI SEC SPE ACA EDU

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Who will benefit?	New and experienced chairs of governors and headteachers. The course would be most beneficial when chairs and headteachers attend together.
What will you learn?	This course covers various aspects of the competency framework for governance, including Accountability, People, Structures, and Evaluation. It focuses on the vital relationship between the chair and the headteacher, and particularly on their leadership roles. The course will provide an opportunity to reflect upon and review practice, and to focus on how to make the relationship really effective. It will also explore how to build the team of governors.
Pre-course reading	
Attendance options	One twilight session.

GS714A	Thurs 14 May 2020	16:30 - 19:00	Peta Training & Conference Centre, Cosham
GS714B	Thurs 26 Nov 2020	16:30 - 19:00	Ell Court, The Castle, Winchester

Non-subscribers: £82 (per person)

GS715 Chairing Matters 2 – Improving the School

INF JUN PRI SEC SPE ACA EDU



Who will benefit?

Chairs, vice chairs, committee chairs and aspiring chairs.

What will you learn?

This course draws up the Strategic Leadership, Accountability, People, and Evaluation aspects of the competency framework for governance. It will cover the governing body's role in, and strategies for, securing school improvement. It will provide an opportunity for chairs/aspiring chairs to reflect on their contribution to the governing body's work. This will include establishing shared values; understanding data, and monitoring performance.

Pre-course reading

Attendance options

One evening session.

GS715A Wed 24 Feb 2021 19:00 - 21:30 Ell Court, The Castle, Winchester

Non-subscribers: £82 (per person)

GS716 Chairing Matters 3 – Leading the Business for Effective Governance

INF JUN PRI SEC SPE ACA EDU



Who will benefit?

Chairs, vice chairs, committee chairs and aspiring chairs.

What will you learn?

This session draws up the People, Structures, Compliance and Evaluation aspects of the competency framework for governance. It will examine the role of the chair/aspiring chair as a leader, and provide an overview of the work of the governing body. It will help you to lead and manage meetings, and work more effectively with your clerk.

Pre-course reading

Attendance options

One evening session.

GS716A Wed 17 Jun 2020 19:00 - 21:30 Ell Court, The Castle, Winchester

Non-subscribers: £82 (per person)



The course was extremely useful and has given me food for thought to take back to my governing body, but has also confirmed we are on the right track.

Chairing Matters 3 – Leading the Business for Effective Governance



Leading Governance Programme

The Leading Governance Programme will help Chairs, Vice Chairs, Committee Chairs and Development and Training Governors to develop the skills, knowledge and behaviours that will help you grow in your role.

Who can apply?

Chairs or Vice Chairs, Committee Chairs, Development and Training Governors, chairs of MATs and local governing boards.

What's involved?

There will be two full day face to face workshops, online coaching and a board evaluation tool.

The programme includes:

- Two workshops providing opportunities to explore the expectations of the Competency Framework for Governance and the impact it has in relation to the role of the chair and the board;
- An online coaching session to collaborate, network and learn with your peers;
- Opportunities to reflect on leadership practice;
- Accessible interactive online content including a leadership board evaluation tool.

Duration and cost

The programme is designed to be completed over three academic terms. It is **FREE** to subscribing schools. The cost of the complete programme for non-subscribing schools is £800.

Register your interest

If you would like to register your interest in joining the next programme, please email governors@hants.gov.uk.



Development and Training Governors

GS718 Development for DTGs

INF JUN PRI SEC SPE ACA EDU

3 4 6

Who will benefit? New Development and Training Governors (DTGs) and those engaging in this role wishing to update their skills from all schools.

What will you learn? This course will explore how the DTG can work with their governors to identify their training and development needs, from the time they join the governing body, through their induction and then as they take on more specialist responsibilities. It will also give delegates an opportunity to work with some of the tools that are available to support them in their role, including training needs analysis, skills audits, governing body self evaluation, school based induction, succession planning and vacancy management. It will equip them with the skills to help ensure that their governors are well trained and knowledgeable so that they can effectively support their school in delivering the best outcomes for their pupils.

Attendance options One day or two evening sessions (lunch is provided on the full day).

GS718A	Tues 03 & 10 Nov 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
GS718B	Thurs 11 Mar 2021	09:30 - 15:30	Peta Training & Conference Centre, Cosham

Non-subscribers: £195 (per person) for the day, or £164 (per person) for two evening sessions

GS719 Development and Training Governor (DTG) Meetings

INF JUN PRI SEC SPE ACA EDU

3 6

Who will benefit? All Development and Training Governors (DTGs).

What will you learn? These meetings give DTGs the opportunity to discuss the development of the training programme with a member of the Governor Services team. Part of the session will also be used for development work, exploring different aspects of the DTG role and sharing good practice. Through these meetings DTGs are consulted on training provision and can feed back on its impact.

Please note: The content of the sessions in the summer term and autumn term are different so attendance at both is recommended.

Attendance options One evening session.

GS719A	Tues 12 May 2020	19:00 - 21:00	Lyndhurst Community Centre
GS719B	Thurs 14 May 2020	19:00 - 21:00	Holiday Inn, Farnborough
GS719C	Tues 06 Oct 2020	19:00 - 21:00	Peta Training & Conference Centre, Cosham
GS719D	Thurs 15 Oct 2020	19:00 - 21:00	Ell Court, The Castle, Winchester

Non-subscribers: £82 (per person)

Clerks

GS720 Development for Clerks

INF JUN PRI SEC SPE ACA EDU

Who will benefit? All clerks.

What will you learn? This programme offers an important development opportunity that covers the main roles of governing bodies, clerking in practice, the legal frameworks for different settings, as well as providing you with the skills to play a proactive part in developing the practice of the boards for which you clerk.

Blended learning supported through an online platform

Attendance options Two full day sessions (lunch will be provided).

GS720A	Fri 19 Jun & 23 Oct 2020	09:30 - 16:30	Winchester Professional Centre
GS720B	Fri 06 Nov 2020 & 12 Mar 2021	09:30 - 16:30	Winchester Professional Centre
GS720C	Fri 26 Feb & 02 July 2021	09:30 - 16:30	Winchester Professional Centre

Non-subscribers: £360 (per person)

GS721 Clerks' Support Meetings

INF JUN PRI SEC SPE ACA EDU

Who will benefit? All clerks.

What will you learn? These events provide continuing support and development for all clerks. They are practical sessions which cover such topics as new legislation, good practice, managing governors' workloads and other topics which may be of interest to clerks. Part of each meeting will help support the Clerks' Accreditation Programme.

Please note: The content of the sessions in the summer term and autumn term are different so attendance at both is recommended.

Attendance options One morning or one evening session.

GS721A	Wed 09 Sep 2020	19:00 - 21:00	Lyndhurst Community Centre
GS721B	Thurs 10 Sep 2020	10:00 - 12:00	Alton Maltings Centre
GS721C	Mon 14 Sep 2020	19:00 - 21:00	Peta Training & Conference Centre, Cosham
GS721D	Thurs 17 Sep 2020	19:00 - 21:00	Ell Court, The Castle, Winchester
GS721E	Fri 25 Sep 2020	10:00 - 12:00	The Holiday Inn, Farnborough
GS721F	Wed 3 Mar 2021	19:00 - 21:00	The Holiday Inn, Farnborough
GS721G	Mon 08 Mar 2021	19:00 - 21:00	Fareham Innovation Centre
GS721H	Mon 15 Mar 2021	10:00 - 12:00	Winchester Professional Centre
GS721I	Thurs 18 Mar 2021	19:00 - 21:00	Everest Community Academy, Basingstoke
GS721J	Thurs 25 Mar 2021	10:00 - 12:00	Lyndhurst Community Centre

Non-subscribers: £82 (per person)

Why become an Accredited Clerk?

The importance of professional clerking has never been greater. Schools have been given increased freedoms and greater accountability and the government has recognised that the contribution professional clerking can make to effective governance of schools is very significant. The Accredited Clerk (TAC) Programme is an evidenced based assessment against national competence standards.

What is the difference between training and accreditation?

When people are learning a new skill, like driving, they undertake training to help them to develop the necessary skills and knowledge. When they reach a competent level they take a 'test' to prove that they are fully competent. Accreditation is an assessment process that enables clerks to undertake self-directed learning, and to develop and demonstrate professional practice. That practice is evidenced through an assessed portfolio tested against national standards.

What does the programme entail?

The standards are built around the key elements of the clerk's role as follows:

- Administration practice
- Educational awareness and principles of legal knowledge
- Supporting and advising a governance body
- Communication and relationships
- Performance and professional development
- Enabling effective governance
- Supporting the company secretary (optional for academy and free school clerks)

The programme involves attending a briefing, and candidates have access to programme resources including guidance on how to build a portfolio against competence standards. Candidates are allocated a mentor or assessor who will provide support and advice throughout the programme. Portfolios are internally moderated and there is external quality control of the assessment process and certification. Successful candidates achieve a Level 3 certificate in Clerking for Governance Bodies in Schools and Academies (awarded by Industry Qualifications).

It is important each clerk has the support of both the chair of the governing body and the Headteacher as they will be asked to complete a short questionnaire as an essential part of the process.

Participation in the Accreditation Programme is a requirement for clerks who are employed by Hampshire Governor Services. Clerks employed independently by schools and academies are encouraged to participate.

If you wish to find out more about our programme, including the costs for participating, please contact governors@hants.gov.uk or visit our website at www.hants.gov.uk/accreditedclerk



I am fortunate in having a superb clerk who gained her accreditation. Her knowledge and understanding of the law is such that she is always able to give the governors advice on procedural and other matters.

Chair of Governors



I'm learning and growing so much which will ultimately make me more knowledgeable and consequently more confident and enable me to be more effective as a clerk.

Clerk, Isle of Wight



The Professional Clerk

A Department for Education supported development programme for clerks to school and academy governance boards.

If you're a clerk with several months' experience or more, we'll help you develop the specialist skills and knowledge to carry out your role confidently and effectively.

- Improve how you work, and the quality of governance at your school;
- Study alongside other clerks and support each other during and after the training;
- Provide valuable evidence for Ofsted of the competence of your governing body.

You can apply for Department for Education (DfE) funding worth £350 towards your training. The additional cost of the training to you or your school is £50. If your board subscribes to the Hampshire Governor Services advice, support and training package, there will be no additional charge for participation in the programme.

What topics are covered?

The programme is closely aligned to the DfE's **Clerking Competency Framework**:

1. Understanding governance – for clarity about the duties and responsibilities of the board, and relevant legislation and procedures;
2. Administration – for high quality forward planning, and efficient paperwork and record keeping;
3. Advice and guidance – for better and efficient decision making, with a clear focus on the board's strategic functions;
4. People and relationships – to build strong and effective working relationships, ensuring a smooth information flow between the board and beyond.

How is the training delivered?

Our highly interactive and enjoyable programme offers a choice of:

Blended learning – face-to-face workshops with online support:

- two half day face-to-face workshops led by an experienced facilitator;
- online support and development activities.

Online learning – live webinars and support via our easy-to-use online platform:

- available wherever you have an internet connection;
- six 1 hour-long online webinars delivered by an experienced facilitator: An introductory session, a session on each of the four competencies in the competency framework, and a wrap up session;
- online support and development activities.

With both options, you'll learn from practical exercises, facilitated discussions, real-life case studies, and sharing experiences with other clerks. You'll be supported by an expert facilitator who will provide guidance, feedback and encouragement, in the workshops and online.

You'll carry out a self-assessment of your own strengths and areas for development. You'll review progress against your action plan at key points in the programme to identify the relevant support and development activities you need to extend your learning.

Most clerks complete the training in one to two terms. The blended learning programme is delivered through two 3.5 hour workshops, with self-paced activities before and after each one. The total time needed will be approx. 20 hours.

To find out more about upcoming programmes, please visit our website at www.hants.gov.uk/professionalclerk

Continued Training & Development: Courses relevant to committee roles or designated governor responsibilities

Courses in this section are beneficial for governors' continued learning and development. All governing bodies should have a training and development plan which ensures governors on committees or governors holding key designated roles plan to attend relevant training to develop their skills to undertake their role effectively.

Key courses relevant for all Governors

GS722 Policies - Evaluating their Impact

INF JUN PRI SEC SPE ACA EDU

1 6

Who will benefit? All governors.

What will you learn? Policies set the strategic framework within which the Headteacher manages the school. The review process is to ensure that the effectiveness and impact of policies is monitored and evaluated. This course covers using sample policies, how to monitor and evaluate policies and ways in which this can be programmed into the work of the governing body.

Attendance options One evening session.

GS722A	Thurs 08 Oct 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
GS722B	Mon 08 Feb 2021	19:00 - 21:30	Holiday Inn, Farnborough

Non-subscribers: £82 (per person)

GS723 Handling and Resolving Complaints

INF JUN PRI SEC SPE ACA EDU

5

Who will benefit? All governors.

What will you learn? This course will cover the principles of an effective complaints procedure to ensure that complaints about your school are resolved at the earliest possible stage. Everyone in school must be clear about your own school's complaints procedure. You will work step by step through the different stages in the complaints procedure, looking at DfE and Hampshire best practice guidance at the various stages. You will have the opportunity through exploring a series of case studies based on real life examples, to gain greater awareness of how complaints arise and develop your confidence in handling and resolving complaints by adapting your school's procedure to address different types of complaints.

Attendance options One evening session.

GS723A	Mon 18 May 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
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Non-subscribers: £82 (per person)

Who will benefit?

All governors, clerks (particularly those likely to be involved in governor discipline committee meetings) and headteachers.

What will you learn?

Pre-course reading

This course covers current government advice on exclusion legislation, behaviour and discipline, good practice in handling pupil exclusion cases, current statutory processes, the role of the headteacher, the role of the governor discipline committee and the role of the Local Authority. The course will also outline good practice with regards to convening a governor discipline committee meeting and will have regard to the most recent national and local guidance issued to schools.

Attendance options

One evening session.

GS724A	Thurs 24 Sep 2020	19:00 - 21:30	Everest Community Academy, Basingstoke
GS724B	Wed 17 Mar 2021	19:00 - 21:30	Peta Training & Conference Centre, Cosham

Non-subscribers: £82 (per person)



Particularly useful to understand the legislation, the duties of governors and the limits to our powers.

Exclusion Practice and Procedures



Discussion around the case study was very interesting.

Exclusion Practice and Procedures



Curriculum and Pupils

GS725 Effective Use of Pupil Premium

INF JUN PRI SEC SPE ACA EDU

2

5

Who will benefit? All governors.

What will you learn? This course will benefit governors from all schools and will help governors to understand the definition of disadvantaged pupils and receive more information about the funding available to support them. This course will support governors in understanding the role of the governing body and its accountability for Pupil Premium. You will have the opportunity to explore whole-school strategies that have been successful and effective, and increase your awareness of the data available to support you in holding senior leaders to account by asking the right questions.

Attendance options One evening session.

GS725A	Thurs 18 Jun 2020	19:00 - 21:30	Fareham Innovation Centre
GS725B	Tues 29 Sep 2020	19:00 - 21:30	Winton Community Academy, Andover
GS725C	Wed 24 Mar 2021	19:00 - 21:30	Everest Community Academy, Basingstoke

Non-subscribers: £82 (per person)

GS726 Behaviour Management - The Governors' Role

INF JUN PRI SEC SPE ACA EDU

2

5

Who will benefit? All governors.

What will you learn? This course will explore how governors can support schools in the development of school policy and practice. You will discuss the DfE guidance for governors on their roles and responsibilities with respect to 'Behaviour & Discipline in School' and reflect on how a statement of principles and a school behaviour policy can promote good behaviour; learn about nationally recognised strategies that positively impact on the classroom climate and promote good learning behaviours and learn techniques and principles for promoting positive behaviour; all of which will inform governors' monitoring activities.

Attendance options One evening session.

GS726A	Wed 21 Oct 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
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Non-subscribers: £82 (per person)



Good overview and signposting of resources available. It helped me to identify questions I need to ask my headteacher and governor colleagues.

Behaviour Management – The Governors' Role



GS727**Spiritual, Moral, Social and Cultural Development (SMSC) in the Primary Curriculum****INF JUN PRI SPE ACA EDU****5****Who will benefit?** Governors from all settings providing primary education.**What will you learn?** This course looks at an area of the school curriculum so governors may be well informed about current issues. The topic this year will be spiritual, moral, social and cultural development (SMSC).

This course will help governors understand what is meant by SMSC and how it contributes to the promotion of British Values and the Prevent agenda.

Attendance options One evening session.

GS727A	Tues 02 Jun 2020	19:00 - 21:30	Everest Community Academy, Basingstoke
GS727B	Tues 08 Dec 2020	19:00 - 21:30	Peta Training & Conference Centre, Cosham
GS727C	Mon 22 Mar 2021	19:00 - 21:30	Lyndhurst Community Centre

Non-subscribers: £82 (per person)

GS728**Pupil Voice (Primary)****INF JUN PRI SPE ACA EDU****2****5****Who will benefit?** Governors from all settings providing primary education.**What will you learn?** This course will address how promoting pupil participation and engagement improves outcomes for children and young people, and how pupil voice contributes to governors' duties under the Equality Act to foster good relations between different groups in our school community. You will have the opportunity to explore Ofsted's expectations in terms of pupil voice, and how you can monitor and evaluate the effectiveness of pupil voice in your school environment in line with your duty as advocates for the Rights of Children and Young People to "have a say in all matters that affect them and to have their views taken seriously" (Article 12 United Nations Convention on the Rights of the Child).**Attendance options** One evening session.

GS728A	Mon 19 Oct 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
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Non-subscribers: £82 (per person)

GS729 Pupil Voice (Secondary)

SEC | SPE | ACA | EDU

2

5

Who will benefit? Governors from all settings providing secondary education.

What will you learn? This course will address how promoting pupil participation and engagement improves outcomes for children and young people, and how pupil voice contributes to governors' duties under the Equality Act to foster good relations between different groups in our school community. You will have the opportunity to explore Ofsted's expectations in terms of pupil voice, and how you can monitor and evaluate the effectiveness of pupil voice in your school environment in line with your duty as advocates for the Rights of Children and Young People to "have a say in all matters that affect them and to have their views taken seriously" (Article 12 United Nations Convention on the Rights of the Child).

Attendance options One evening session.

GS729A Mon 25 Jan 2021 19:00 - 21:30 Ell Court, The Castle, Winchester

Non-subscribers: £82 (per person)

GS730 Early Years Foundation Stage

INF | PRI | SPE | ACA | EDU

2

5

Who will benefit? Governors from all nursery, infant and primary settings.

What will you learn? This session will look at the statutory requirements related to young children's learning and development and how governors can monitor and evaluate its implementation. It will include a focus on the key characteristics of effective teaching and learning, revised areas of learning and development and the assessment process in line with the latest statutory framework for the early years foundation stage.

Attendance options One evening session.

GS730A Wed 10 Feb 2021 19:00 - 21:30 Ell Court, The Castle, Winchester

Non-subscribers: £82 (per person)



Examples of pupil voice in action. Gave me some key questions to ask.

Pupil Voice



GS731 Monitoring and Evaluating Safeguarding Culture

INF JUN PRI SEC SPE ACA EDU

2

Who will benefit? All governors.

What will you learn? This course provides governors with the opportunity to reflect on how they evaluate whether their school has a strong safeguarding culture. The course will include practical tips, advice on the type of questions to ask school leaders and opportunities to share best practice. You will have the opportunity to reflect on your safeguarding systems and practices; develop a better understanding of how to test the effectiveness of your safeguarding culture; gain clarity of the governors' role in keeping children safe; plan monitoring activities and improvements; and to learn about further information and guidance available.

Attendance options One evening session.

GS731A	Monday 29 Jun 2020	19:00 - 21:30	Lyndhurst Community Centre
GS731B	Wed 14 Oct 2020	19:00 - 21:30	Holiday Inn, Farnborough
GS731C	Thurs 11 Feb 2021	19:00 - 21:30	Peta Training & Conference Centre, Cosham

Non-subscribers: £82 (per person)

GS732 Tackling Bullying in Schools - The Governors' Role

INF JUN PRI SEC SPE ACA EDU

2

Who will benefit? All governors.

What will you learn? This session will ensure that governors are familiar with definition, terminology and best practice recommended by national and local guidance. The course will also consider preventative strategies and restorative practice aimed at building a commitment to equality. Governors will have the opportunity to consider their role and statutory responsibilities, and how they will put these into practice in their schools.

Attendance options One evening session.

GS732A	Wed 29 Apr 2020	19:00 - 21:30	Fareham Innovation Centre
GS732B	Wed 27 Jan 2021	19:00 - 21:30	Everest Community Academy, Basingstoke

Non-subscribers: £82 (per person)



It was a really useful course – all elements were valuable. There was a good focus on the governor role, and the sharing of best practice was useful for provoking thoughts on how to improve our processes and procedures.

Tackling Bullying in Schools - The Governors' Role



Personnel

GS733 Performance Management Training

INF JUN PRI SEC SPE ACA EDU

2

3

Who will benefit?

Training should be undertaken by all newly appointed, or likely to be involved, members of the headteacher's performance review panel.

What will you learn?

Pre-course reading

This course will enable governors to conduct the headteacher's performance review in the context of school improvement. The session will cover the procedure involved, the roles of governors and the External Advisor and the governing body's oversight of performance management throughout the school. There is also the opportunity to practise conducting a planning and review meeting.

Please note: This course focuses on the skills you need to do the review; if you have attended before it will not be helpful to attend again. To update yourself on current guidance for the process see our website.

Attendance options

One day or two evening sessions (lunch is provided on the full day).

GS733A	Mon 21 & 28 Sep 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
GS733B	Wed 23 Sep 2020	09:30 - 15:30	Peta Training & Conference Centre, Cosham
GS733C	Tues 29 Sep & 06 Oct 2020	19:00 - 21:30	Holiday Inn, Farnborough
GS733D	Mon 05 Oct 2020	09:30 - 15:30	Brockenhurst Village Hall

Non-subscribers: £195 (per person) for the day, or £164 (per person) for two evening sessions

GS734 Safer Recruitment Workshop

INF JUN PRI SEC SPE ACA EDU

2

Who will benefit?

All governors. Headteachers should attend the courses on this topic offered by Education Personnel Services as these are better tailored to their management role.

What will you learn?

Pre-course reading

This course will enable governors to: identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people; consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting; begin to review their own and their organisation's policies and practices in recruitment with a view to making them safer. Every panel must include at least one person who is trained in safer recruitment. This course meets the statutory requirement for safer recruitment training and a certificate for attendance and completion is awarded to provide evidence for Ofsted.

Attendance options

One day session (lunch is provided).

GS734A	Thurs 07 May 2020	09:30 - 15:30	Fareham Innovation Centre
GS734B	Wed 11 Nov 2020	09:30 - 15:30	Ark Conference Centre, Basingstoke
GS734C	Fri 22 Jan 2021	09:30 - 15:30	Brockenhurst Village Hall

Non-subscribers: £195 (per person)

GS735 The Governors' Role in Employment Matters

INF JUN PRI SEC SPE ACA EDU

2

Who will benefit? Governors on staffing/personnel (dismissal/appeal) committees.

What will you learn? You will further develop your understanding of the role of the governing body as a good employer and your role in managing key employment matters as a member of a relevant committee. This course has a focus on managing common employment issues within schools such as absence, conduct, grievance and performance concerns. It will consider the decisions that governors are asked to make in relation to personnel matters in school. The course will also cover key staffing matters for consideration in managing budgets in uncertain times.

Please note: The course Understanding Personnel Matters (GS709) will give you a good understanding of establishing the employment relationship.

Attendance options One evening session.

GS735A	Thurs 04 Jun 2020	19:00 - 21:30	Holiday Inn, Farnborough
GS735B	Wed 03 Mar 2021	19:00 - 21:30	Ell Court, The Castle, Winchester

Non-subscribers: £82 (per person)

GS736 Personnel in Academies: Exercising the Freedoms

ACA

2

Who will benefit? Governors and Trustees from academies.

What will you learn? This course is co-delivered by Education Personnel Services and Governor Services. The course will help you to understand your responsibilities for staffing matters as a governor in the context of your own academy governance structure. There are a number of freedoms available to academies in relation to staffing in schools; this course will explore what those freedoms are and how you can exercise them, as well as the constraints that may apply. Governors from academy settings will also find it beneficial to attend Understanding Personnel Matters (GS709) and The Governors' Role in Employment Matters (GS735).

Attendance options One evening session.

GS736A	Mon 06 Jul 2020	19:00 - 21:30	Ell Court, The Castle, Winchester
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Non-subscribers: £82 (per person)



Good group discussions. I gained a greater understanding of how our funding agreement and articles of association determine our personnel obligations.

Personnel in Academies: Exercising the Freedoms



Finance

GS737 Strategic Finance in Schools

INF JUN PRI SEC SPE EDU

2

Who will benefit?

Governors and headteachers who are members of the finance/resource committee and have attended Understanding Finance in Schools (GS707).

What will you learn?

Governors will learn how to develop their role in strategic financial management. You will develop your understanding of the links between financial and school improvement planning and consider the importance of medium term budget planning. The course will highlight some of the tools available (eg benchmarking) for measuring the relative efficiency of your school.

Post-course info

Attendance options

One morning or evening session.

GS737A	Mon 22 Jun 2020	09:30 - 12:00	Winchester Professional Centre
GS737B	Thurs 09 Jul 2020	19:00 - 21:30	Everest Community Academy, Basingstoke
GS737C	Mon 30 Nov 2020	19:00 - 21:30	Peta Training & Conference Centre, Cosham
GS737D	Thurs 18 Mar 2021	19:00 - 21:30	Winton Community Academy, Andover

Non-subscribers: £82 (per person)

GS738 Academy Finance Workshop

ACA

2

Who will benefit?

Governors and Trustees from academies.

What will you learn?

This session will focus on the current topical issues for academy governors in relation to their financial responsibilities. There will be an opportunity to engage with financial reports and explore through practical examples how you can fulfil your role in strategic financial planning and monitoring in an academy.

Attendance options

One evening session.

GS738A	Mon 08 Mar 2021	19:00 - 21:30	Ell Court, The Castle, Winchester
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Non-subscribers: £82 (per person)



It was all very useful and relevant. Really engaging trainers. Good group activities that provided practical examples.

Strategic Finance in Schools



Buildings and Sites

GS739 School Buildings

INF JUN PRI SEC SPE ACA EDU

5

Who will benefit? All governors and headteachers.

What will you learn? This course will cover responsibilities and relationships between governors, headteachers, the Local Authority and central government in providing school buildings that deliver an effective learning environment. This will include information on the Property Services SLA and how it is delivered, guidance relating to sources of funding, support mechanisms, technical, policy and good practice matters on building development and maintenance including information on sustainability/carbon management.

Attendance options One evening session.

GS739A	Thurs 22 Oct 2020	19:00 - 21:30	Peta Training & Conference Centre, Cosham
GS739B	Mon 01 Mar 2021	19:00 - 21:30	EII Court, The Castle, Winchester

Non-subscribers: £82 (per person)

GS740 Understanding Health and Safety in Schools

INF JUN PRI SEC SPE ACA EDU

5

Who will benefit? All governors and headteachers.

What will you learn? This course will help governors understand what is expected of them in relation to health and safety and security in schools. It covers roles and responsibilities and the expectations of the duty and functions that governors are anticipated to fulfil within the school environment.

Attendance options One evening session.

GS740A	Wed 24 Jun 2020	19:00 - 21:30	Lyndhurst Community Centre
GS740B	Mon 21 Sep 2020	19:00 - 21:30	Peta Training & Conference Centre, Cosham
GS740C	Mon 15 Mar 2021	19:00 - 21:30	Alton Maltings Centre

Non-subscribers: £82 (per person)



Discussion and handouts were brilliant. The trainer was knowledgeable, and very clear about issues and accountability.

Understanding Health and Safety in Schools



Conferences

There will be an annual conference this year for governors from all types of schools. In addition, there will be separate conferences for governors from secondary schools and special schools (including mainstream schools with special provision) and a conference for clerks. Dates and details will be published by flyer and in termly programmes later in the year.

GS741 Annual Conference

INF JUN PRI SEC SPE ACA EDU

1

Who will benefit?	Governors and headteachers from all schools.
What will you learn?	The event provides an opportunity to attend an inspirational day where the focus is current issues in governance with input from national and county speakers. This year the theme will be 'Broadening Horizons'. Please look out for the flyer coming soon.
Attendance options	One day session (lunch is provided).

GS741A Tue 09 Jun 2020 09:30 - 15:30 Hilton at the Ageas Bowl, Southampton

Non-subscribers: £205 (per person)

SEND Conference

The SEND Conference will be taking place in Autumn 2020. Dates and details for this conference will be published by flyer closer to the time. The SEND Conference is a thought provoking and inspirational day, and an opportunity to hear from national and county speakers.

Clerks' Conference

The Clerks' Conference is an opportunity for clerks from all schools and academies to hear from national and county speakers on topical and current matters relating to clerking.

Secondary Governors' Conference

The Secondary Governors' Conference will be taking place in Spring 2021. Dates and details for this conference will be published by flyer closer to the time. The Secondary Governors' Conference is an opportunity for governors from secondary schools and academies to hear from national and county speakers on topical and current matters relating to secondary governance.



An interesting overview of education from different aspects and experiences.

*Governors' Conference
2019*



Exceeded my expectations. Engaging, informative and thought provoking.

*Governors' Conference
2019*



Great conference, loved the speakers and good selection of exhibitors.

*Governors' Conference
2019*



E-learning

The following e-learning modules produced by Hampshire Governor Services are available free for all governors and clerks from subscribing schools on our website. These include:

Welcome Programmes

These modules are sent to governors, clerks and headteachers when taking up their new role.

Welcome to Hampshire Governor Services

Welcome Programme for Clerks

Welcome Programme for Governors

Welcome Programme for DTGs

Welcome Programme for Headteachers

Roles and Responsibilities

These modules are designed to support specific members of the governing body in fulfilling their roles and responsibilities effectively.

Parents as Governors – Getting it Right

Forming or Joining a Multi-Academy Trust

Staff as Governors – Getting it Right

Ensuring Effective Governor Visits

Clerking in an Academy

Supporting Committee Roles or Designated Governor Responsibilities

The e-learning modules are designed to support governors in fulfilling their committee roles or designated governor responsibility effectively. Where indicated below, the e-learning module provides helpful pre-reading to support the linked centre-based training course.

Safeguarding – The Governors’ Role – (this provides helpful pre-reading for ‘Safeguarding Children’)

Promoting the Educational Achievement of Children in Care

Understanding SEND – (this provides helpful pre-reading for ‘Understanding the Governors’ Role in Monitoring and Evaluating SEND’)

Introduction to School Finance for Maintained School Governors – (this provides helpful pre-reading for ‘Understanding Finance in Schools’)

Developing Careers Provision in Schools

Support for Handling Emergency or Difficult Situations

These modules are designed to support you in those situations where there is no time to attend a centre-based training course.

Dealing with Pay Appeals

Governors’ Discipline Committees

Dealing with Child Protection Allegations

Complaints Handling

Governor Hearings on Staffing Matters

Reconstitution Guidance

Whole Governing Body Training

Outline course descriptors are listed overleaf for popular whole governing body training topics. This is a suggested list and sessions can be designed or adapted to meet the needs of individual governing bodies in most subject areas. Subscribers are entitled to one 2 hour whole governing body training session per year. The price for non subscribers is £460 for one 2 hour session. All sessions are 2 hours, except Headship Selection, which consists of two sessions and for which there is an additional charge.

GS800	Committee Effectiveness
GS801	Communicating with the Community
GS802	Complaints
GS803	Curriculum – intent, implementation and impact in your school
GS804	Developing Outstanding Governance
GS805	Effective Governance
GS806	Ensuring Robust Pay and Performance Decisions - Updated
GS807	Equalities
GS808	Evaluating School Policies
GS809	Evaluating and Developing Your School's Christian Character
GS810	Evaluating Spiritual, Moral, Social and Cultural (SMSC) Development
GS811	Finance
GS812	Governing Body Self-Evaluation
GS813	Governors and Ofsted
GS814	The Governors' Role in School Improvement
GS815	Governors' Visits to the School
GS816	Governors' Recruitment and Succession Planning
GS817	Headship Selection (two session event £820 for non-subscribers)
GS818	Holding School Leaders to Account
GS819	Improving Attainment in Vulnerable Groups
GS820	Monitoring Behaviour and Attendance
GS821	Monitoring and Evaluation
GS822	Moving the School to Good
GS823	Moving the School from Good to Outstanding
GS824	Personnel
GS825	Pupil Premium
GS826	Pupil Wellbeing and Attainment
GS827	Relationships Education, Relationships & Sex Education and Health Education
GS828	Revisiting Your School's Christian Values
GS829	Roles, Responsibilities and Relationships
GS830	Safeguarding Children
GS831	School Self-Evaluation
GS832	Setting the Strategic Direction
GS833	Special Educational Needs and Disabilities
GS834	Supporting the Most Able Pupils
GS835	Using Your School's Data to Improve Pupil Outcomes
GS836	Working as a Team (Co-acting Styles)
GS837	Working with Parents

Whole Governing Body Training

Course Descriptions

GS800 | **Committee Effectiveness**

This session will cover how governing bodies currently structure their committees. There will be an opportunity to look at links between the work they undertake and the three core functions of the governing body ensuring evidence of these is recorded in committee minutes. This will also cover how the work of committees can be effectively programmed and discharged.

GS801 | **Communicating with the Community**

This session will identify how to promote your school in the local community and ensure that the community can give feedback to the school. This may include the identification of issues affecting your particular school. There is also an opportunity to explore different ways of communicating effectively with parents and the community, for example through the information the school is now required to publish online, as well as newsletters, parents' meetings and surveys.

GS802 | **Complaints**

This is an opportunity for the governing body to decide how they handle both 'informal' and 'formal' complaints. This could include examining current working practices and 'model' procedures.

GS803 | **Curriculum – intent, implementation and impact in your school**

You will develop your understanding of the curriculum intent in your school so that you can play an effective part in curriculum decisions. The course will provide opportunity for you to gain an understanding of how the curriculum in your school is implemented and how you can monitor and evaluate the impact.

GS804 | **Developing Outstanding Governance**

This session will look at how the governing body can contribute to an outstanding Leadership and Management judgement for the school. The course will examine the principles and practice that contribute to outstanding governance, and how the governing body can strengthen school leadership and contribute to improved outcomes for pupils.

GS805 | **Effective Governance**

This session will cover how effective governance might be measured and demonstrated to Ofsted. Governors will explore strategies that can be used to improve your capacity to offer effective support and challenge, and hold the school to account. You will identify an effective evidence trail and any future action required by your governing body to secure this.

GS806 | **Ensuring Robust Pay and Performance Decisions**

This session will cover the governing body's responsibilities for performance management and pay. This is an opportunity for governors to find out what they need to do and why; understand how the governing body might fulfil its obligations and what it is legitimate to expect in terms of information; and to identify the next steps the governing body will take to ensure their own process is robust.

GS807 Equalities

This course will update governors on the range of equalities responsibilities they have under current legislation. It will ensure they know what “protected characteristics” are and understand the different types of unlawful activity their school needs to avoid. It will explain how schools are expected to demonstrate to Ofsted and others that they advance equality of opportunity and foster good relations. Governors should then be able to review their policies, procedures and practice and agree what steps they need to take in order to comply with the law.

GS808 Evaluating School Policies

This session will provide an opportunity for governors to explore their role in developing effective policies and evaluating their impact. It will cover policies that are legally required and those which represent good practice. It could include how policies can reinforce and develop the school’s stated ethos and aims.

GS809 Evaluating and Developing Your School’s Christian Character

This session allows governing bodies in church schools to review and evaluate the Christian character of their school, using material available from the appropriate diocese (CE or RC).

GS810 Evaluating Spiritual, Moral, Social and Cultural (SMSC) Development

The Ofsted framework has introduced the requirement that broader aspects of achievement, including those reflected in the spiritual, moral, social and cultural development of pupils (SMSC), should be taken into account when reporting on the overall effectiveness of the school. This course will enable governing bodies to explore their responsibilities in relation to this important aspect of the school’s work, as well as to evaluate the effectiveness of their work in this area.

GS811 Finance

This is an opportunity for the governing body to receive training from an adviser from Education Financial Services. The course includes an overview of the governor’s financial roles and responsibilities and explains how schools are funded. The course looks at how school budgets are planned and governors will learn how to effectively monitor the school’s budget. The school’s own financial data is used at these sessions.

GS812 Governing Body Self-Evaluation

The self-evaluation tool is designed to allow governing bodies to take a look at themselves, decide whether they are working in an effective way, and plan their own development for the future. This contributes to a school’s open climate of self evaluation. The exercise requires each individual to record their views prior to the course as a basis for arriving at a shared agreement about priorities for the future.

GS813 Governors and Ofsted

This course will provide the governing body with information on how Ofsted assesses schools, based on the education inspection framework. It will include an opportunity for discussion about the implications for both the school and the governing body. It will cover the governors’ role, and ensure key issues are understood prior to an Ofsted Inspection.

GS814 The Governors’ Role in School Improvement

This course will enable the governing body to explore how it can be most effectively involved in the development, monitoring and evaluation of the school improvement plan. This session will normally focus on your own school’s plan.

GS815 **Governors' Visits to the School**

This is an opportunity for the governing body to discuss their approach to visiting the school and how governor visits contribute to the governors' role in monitoring and evaluating and holding leaders to account. The session will look at how visits should be planned, what governors should be looking for, and reporting back to the governing body.

GS816 **Governors' Recruitment and Succession Planning**

This course will provide your governing body with an opportunity to explore best practice in recruiting governors and ensure your governing body has given appropriate consideration to succession planning. The course will cover how to use a skills audit effectively, where you might consider advertising for governors and what questions you might ask prospective governors as part of the interview/discussion to inform decisions about their appointment. In addition, there will be the opportunity to ensure your governing body develops the structure for effective succession planning.

GS817 **Headship Selection**

The course will cover: equality issues; analysis of the person specification; interview techniques; developing interview questions. On the second evening there will be the opportunity to conduct practice interviews.

Attendance options: Two evening sessions at the school (non subscribers £820).

GS818 **Holding School Leaders to Account**

This course explores the governors' strategic role and the governing body's responsibilities for holding school leaders to account. This course will examine how governors can contribute to successful school improvement planning, monitoring and evaluation.

GS819 **Improving Attainment in Vulnerable Groups**

What makes some children vulnerable and why does that mean they are more likely to under-achieve? This course will enable governors to understand the needs of vulnerable children, as well as the governing body role in ensuring these needs are met.

GS820 **Monitoring Behaviour and Attendance**

The session will cover the current legislative framework for behaviour policies; possible content areas for a behaviour policy; activities to involve others in drawing up the policy; ensuring links between related policies (such as bullying and restraint) and a framework for evaluating the effectiveness of a behaviour policy.

GS821 **Monitoring and Evaluation**

This course allows the governing body to explore the role of governors in monitoring and evaluating school performance. It could include a review of the governing body's main responsibilities, and explore ways to find sources of evidence for monitoring and evaluation through the governing body's committees.

GS822 **Moving the School to Good**

This is a tailored session looking at governing body action planning. It will focus on the key issues for the school, and enable governors to understand how they can contribute towards moving the school to good through a series of activities focussed on the governing body's role in school improvement.

GS823 | **Moving The School from Good to Outstanding**

This course will help the governing body understand what it means for a school to be judged as outstanding under the latest Ofsted education inspection framework. Governing bodies will consider areas of strength and areas for development for the school and how governors can contribute to school improvement.

GS824 | **Personnel**

This is an opportunity for governors to receive advice and guidance from an officer from Education Personnel Services, concerning particular whole-school staffing issues, focusing on the needs of their own governing body. This is not an occasion for discussion of staffing issues relating to particular members of staff, nor is it a substitute for the centre-based courses Understanding Personnel Matters and The Governors' Role in Employment Matters.

GS825 | **Pupil Premium**

This course provides an opportunity to find out about the allocation of Pupil Premium and its impact on attainment. You will have the opportunity to explore different interventions your school might adopt to support children and young people. You will look at different models of tracking and gain an understanding of your role in developing a Pupil Premium Strategy and monitoring the impact of the use of Pupil Premium.

GS826 | **Pupil Wellbeing and Attainment**

This session will highlight the importance of promoting health and wellbeing as an integral part of a school effectiveness strategy and the important contribution of a whole-school approach. There will be the opportunity to consider how the school can recognise and mitigate against some of the emotional pressures on our young people and help them to achieve.

GS827 | **Relationships Education, Relationships & Sex Education and Health Education**

This course will ensure governors are aware of the statutory requirement for relationships education, relationships and sex education (RSE) and health education and how this links to safeguarding and other subjects. There will be the opportunity to review the school's RSE curriculum and policy, and identify how governors can evaluate the impact of the RSE curriculum in their school.

GS828 | **Revisiting Your School's Christian Values**

Values and aims in a church school are often taken for granted. This whole governing body training will provide an opportunity to revisit the school's values and aims and look at practical ways in which they can be incorporated into the daily life of the school, including making a link to strategic development.

GS829 | **Roles, Responsibilities and Relationships**

This is an opportunity to explore the partnership between the governing body and the school staff, particularly the head teacher. It includes issues such as headteacher reporting, governing body monitoring, governor visits, working strategically and ensuring accountability. It is particularly useful when a new headteacher or governors have been appointed.

GS830 Safeguarding Children

This course ensures governors are aware of the range of responsibilities they have in relation to child protection. It provides an opportunity to review policy and procedures in place at the school, and to consider areas for development.

GS831 School Self-Evaluation

A highly interactive session which examines the processes involved and how governors can contribute to school self evaluation and monitor its impact on school improvement.

GS832 Setting the Strategic Direction

Governing bodies are the key strategic decision-making body of every school. This session will focus on the governing body's role in setting the strategic framework and ensuring statutory duties are met. This will be an opportunity to explore how governing bodies can work with school leaders to communicate the vision, ethos and strategic direction for the school.

GS833 Special Educational Needs and Disabilities

Governors will receive a general introduction to the range of responsibilities of governing bodies for children with special educational needs, and how provision is made in schools. The session will include reviewing how the governing body can fulfil its responsibilities in relation to SEN.

GS834 Supporting the Most Able Pupils

This course will cover the governors' role in ensuring the needs of the most able pupils are met, and that they are being sufficiently challenged to achieve their full potential.

GS835 Using Your School's Data to Improve Pupil Outcomes

School's performance data is one of the most useful tools for governors in understanding strengths and weaknesses of pupil performance in your school. This course will enable you to frame questions to identify the measures your school is taking to address areas of weakness and to understand the impact of those measures. It will help you make decisions about where to target resources to improve outcomes for all children in your school.

GS836 Working as a Team (co-acting styles)

The co-acting styles programme enables governors to improve their effectiveness as a team. The framework raises awareness of our impact on others and the impact others have on us. During the session governors will identify their own individual style and how that style fits within the team. The session will enable the governing body to understand the profile of their team overall, and how the team as a whole can improve its effectiveness and have a great impact on leadership.

GS837 Working with Parents

This course will look at how the governing body, as part of its strategic planning and accountability roles, can effectively communicate with parents and involve them in the life of the school.

COURSE BOOKING ARRANGEMENTS, EVENT EVALUATION AND FEEDBACK

Booking Courses

Places on training courses should be booked using **GovernorHub** (our on-line booking system) which can be accessed via our **website**.

You can also book places by **email or telephone** via Governor Services. Course confirmation emails are sent automatically to delegates from GovernorHub, and three weeks before the event date delegates will receive further information by email from Governor Services. Delegates should contact us if they have received nothing from us within a week of the course as their booking may have gone astray. If you are unable to attend, please let us know as we often have waiting lists.

All governors can access the training records for their board via GovernorHub. These records can be used to review the governing body's development needs.

In the case of over-subscription, wherever possible, an additional course will be arranged and those who failed to secure a place will be notified of the details. Courses with low bookings will be cancelled and delegates will be notified. Our cancellation policy (Appendix ii) explains the basis on which such decisions are made.

Charges for Courses

Governing bodies which have chosen to subscribe to our services will receive an invoice for the full charge in the first part of the summer term. Governing bodies accessing training on a pay-as-you-go basis will be invoiced at the end of the term in which the course runs. No refunds will be available if a cancellation is made within two weeks of the course date, although an alternative delegate may be sent to the course.

Governors with Special Needs

We welcome all governors to our training events and want our programme to be equally accessible to all. Please inform Governor Services at the time of booking of any sensory, physical or other need. We will do all that we can to accommodate the requirements.



Thank you for facilitating a good discussion and for giving guidance on what is now a highly unpredictable area. Having spoken to other governors I know they appreciated the clarity.

General feedback comments from governors on training courses



Exactly what we needed to kick start us to improve what we're doing, and particularly useful for those new governors who haven't been through Ofsted before.

General feedback comments from governors on training courses



Evaluation and Feedback

Evaluation of Courses and Events

We ask all those who attend a session to complete an evaluation form; the results are used to change and improve courses. We also judge the effectiveness of whole governing body training using feedback provided by boards in response to our annual Quality of Service questionnaire.

DTG meetings are held twice a year across the county to help us review our training provision and plan the programme for the future. They are most effective when they have the active participation of all governing bodies.

The Service Review Group meets in Winchester three times a year to oversee the development of the Service as part of our quality assurance measures.

Suggestions, Complaints and Compliments

Your suggestions and complaints have helped us continuously improve the service we offer you. A copy of the Service's suggestion and complaints form and procedures is available on our [website](#) or you can request a hard copy from Governor Services. If you, or your governing body, have a complaint about the Service or a suggestion for improvement we would encourage you to let us know. If it relates directly to an event you have attended you can talk to the tutor at the end of the session and/or phone, write, email or use the complaints/suggestions form to contact Governor Services. We will acknowledge receipt within five working days and let you know the outcome of our investigations within twenty working days, or let you know if we need further time to fully respond to your issues.

Should any matter remain unresolved at Service level it can be referred to the Director of Children's Services and failing solution at this stage, to the County Council's Chief Executive. If you are still unhappy with the way we have dealt with your complaint, or feel we have treated you unfairly, you can write to the Local Government Ombudsman.

We are also pleased to hear from you if you feel you have received exceptional service and you would like to have this recorded. The same form can be used for this purpose and if we know something has been well received this again may help us in our planning.

A summary of the complaints and compliments we have received in the previous financial year is available on our [website](#).



I take this opportunity to thank Governor Services as a whole. I have really gained a great amount of support and training over the 5 years – I am a lecturer in my day job and have found your face-to-face training to be exceptional... Whoever I have spoken to has offered concise, professional and prompt support at all times.

General feedback comments from governors on training courses



I APPENDICES

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Hampshire Governor Services' Support, Advice and Training Provision

If a governing body chooses to access our provision, there are two options available:

1. Subscription Package

Access to all of our services via a single payment based on the number of pupils on roll at the school. You may, if you choose, buy additional whole governing body training sessions at the pay-as-you-go price shown in this programme.

2. Pay-As-You-Go

Access to the Hampshire governor training programme on a course by course basis with an invoice to your school at the end of the term in which the course runs. Refunds will not be provided if the place is cancelled within two weeks of the date of the course, although you may send an alternative delegate from your governing body.



Cancellation Policy

1. Timing of decisions

Usually a decision on cancellation will be made two weeks before the date of the course. Occasionally there is reason to expect late bookings so the decision can be delayed for a further week.

2. Minimum number

The minimum number for course viability is usually 16 but this may be reduced where:

- the next course on this subject is not for a long time;
- delegates are unlikely to benefit from the course after a significant delay;
- the effectiveness of the training event can be maintained when numbers are low;
- there is no available material to meet the need in another way;
- the course is not suitable for delivery as a whole governing body session;
- course costs are minimal;
- there are no suitable alternatives within a reasonable travelling distance.

3. Administration of cancellations

All delegates booked on the course will be informed by email or by telephone if necessary.

4. Strategies to avoid cancellations

- i. Course bookings will be checked at least fortnightly to ensure those “at risk” are identified.
- ii. Appropriate groups may be targeted by email, eg new governors for Induction events, new clerks for Development for Clerks, etc.
- iii. Where delegate numbers are low, appropriate action will be taken to increase bookings and reduce the possibility of cancellations.



Course Venues

Appendix (iii)

Alton	Alton Maltings Centre , Maltings Close, Alton GU34 1DT	01420 81950
Andover	Test Valley Borough Council, Beech Hurst , Weyhill Road, Andover SP10 3AJ	01264 368000
	Winton Community Academy , London Road, Andover SP10 2PS	01264 351822
Basingstoke	Ark Conference Centre , Dinwoodie Drive, Basingstoke RG24 9NN	01256 360400
	Everest Community Academy , Oxford Way, Basingstoke RG24 9UP	01256 465547
Cosham	Peta Training Centre , One Access Point, Northarbour Road, Cosham PO6 3TE	023 9253 8700
Fareham	Fareham Innovation Centre , Merlin House, 4 Meteor Way, Lee-on-the-Solent, Fareham PO13 9FU	023 9387 0380
Farnborough	The Holiday Inn , Lynchford Road, Farnborough GU14 6AZ	0871 942 9029
New Forest	Brockenhurst Village Hall , Highwood Road, Brockenhurst SO42 7RY	01590 622580
	Lyndhurst Community Centre , Main Car Park, off High Street, Lyndhurst SO43 7NY	023 8028 2267
Southampton	Hilton at the Ageas Bowl , Botley Road, West End, Southampton SO30 3XH	023 8202 0900
Winchester	Elizabeth II Court , The Castle, Winchester SO23 8UJ	01962 846161
	Winchester Professional Centre , Falcon House, Monarch Way, Winchester SO22 5PL	01962 874800

Please note that a link to all of our training venues is available on our [website](#) in the training section.

Contact Details

For training bookings please use our booking system via our website:

www.hants.gov.uk/governors

For course enquiries/cancellations or advice, please contact us via email: governors@hants.gov.uk
or telephone: **02380 814820**

Governor Services

Clarendon House
Monarch Way
Winchester
SO22 5PL

Courier Number: CA12



