

The Governance Service

Training Brochure

Professional Development for Governors, Trustees and Clerks

September 2021 - July 2022

Introduction

This training brochure provides details of the Governance Service training offer for the 2021-22 academic year.

The professional development programme offer is designed to give governors, trustees and clerks access to training helping them gain the right skills and knowledge to be effective in their role. As a result of the Covid-19 pandemic we moved much of our training online. This has been a popular move with governors and trustees as it allows access to a larger range of courses at greater convenience. We are therefore pleased to have expanded the range with our unique collaboration with Modern Governor to offer over 70 courses with both national and local focus..

If you require a specific training session to be delivered to your school, we will be pleased to discuss your requirements and work with you to deliver a course to suit your board's requirements. Please get in touch on **01603 303355** and we can discuss your needs as well as the costs associated.

We use the term governor, throughout this brochure but all content applies to those responsible for governance in a school, single academy trust or multi academy trust.

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Find out more

Other Governance Service Products

See what other services we offer to support you and your board in our [Product Brochure](#).

Finance Service

[Finance Training for Governors can be located by following this link.](#)

The Governor Finance Programme has been specifically designed to provide new and existing governors with the financial skills and knowledge needed to lead effective, strategic financial management within schools.

Central and Virtual Training Overview

Governor and Trustee

Click on each of the courses to find out more.

Course	Central and Virtual Training
<u>Governor and Trustee Induction</u>	✓
<u>Vision, Ethos and Strategic Direction</u>	✓
<u>Monitoring and the Curriculum</u>	✓
<u>Academy Trustee Induction</u>	✓
<u>Understanding Data Primary / Secondary</u>	✓
<u>Performance Management</u>	✓
<u>Pupil Premium</u>	✓
<u>Safeguarding Children in Education / Safeguarding Briefing</u>	✓
<u>SEND: The Governors' Role</u>	✓
<u>Behaviour and Exclusions</u>	✓
<u>The Chair of Governors' Roles & Responsibilities</u>	✓
<u>Preparing for Ofsted/ Ofsted Briefing</u>	✓
<u>Online Safety</u>	✓
<u>Safer Recruitment</u>	✓
<u>Governor Networking Events</u>	✓
<u>The Role of the Academy Local Governing Board</u>	On request

Central and Virtual raining Overview

Clerking

Click on each of the courses to find out more.

Course	Central and Virtual Training
<u>Clerking within an Academy- Foundation Skills for Clerks</u>	✓
<u>Accredited Clerk Programme</u>	✓

Central and Virtual Training Courses

Central courses: Our professional face to face tutor led training sessions are run throughout the academic year at convenient venues across the county. As well as being informative each training event provides governors with a great networking opportunity.

Virtual courses: As a result of the challenges face during the pandemic and the need to socially distance, we moved all our courses to be delivered online. Each session is live delivered by a tutor, allowing you to interact, ask questions and learn from others attending the course.

Please look at the training schedules to see latest on how each scheduled course will be delivered, either centrally or virtually in accordance with the latest local and national guidelines.

How to book a central/virtual training course or networking event

For the most up to date information we publish central training course dates on **GovernorHub** and our websites **www.educatorsolutions.org.uk** and **s4s.norfolk.gov.uk**, (there are also links on the course pages in this brochure). Telephone and email bookings will be confirmed by email with joining instructions approximately 10 days before the event.

Option 1 Subscription Services:

If your school purchases our Option 1 subscription service, it is quick and easy to book your training via **GovernorHub**. Most courses will be included in your subscription at no extra charge. If you have any questions, please contact us on 01603 303355 or governor.services@educatorsolutions.org.uk

Pay-As- You-Go Customers:

For Pay-as-You-Go customers the school administrator would need to purchase via the booking portal **http://s4s.norfolk.gov.uk/** If you have any questions, please contact us on **01603 303355** or governor.services@educatorsolutions.org.uk

Cancellations

If we have to cancel or postpone a training or networking event, we will notify you as soon as we can, offering an alternative date where possible. Please check your email before setting out, especially during periods of adverse weather.

Please be aware, If you fail to attend a booked event without giving 48 hours' notice of cancellation, we reserve the right to:

- Make a charge to governing boards that have subscribed to our Governance Service to cover the costs of administration and catering involved. The current charge is £50.00
- Invoice for the full cost of the course/event to 'Pay as You Go' delegates.

Online Learning: Modern Governor, Finance and Bitesize Courses

Now available to governors, trustees and clerks, online training courses, delivered through our unique collaboration with Modern Governor and The Finance and Business Service. With over 70 on demand courses to choose from that can be accessed 24/7. The vast range on offer covers all the important aspects of governance, broken down into easy to digest sections that you can complete at home when the time is right for you. The courses are easily accessed via your GovernorHub log-in, carefully selected for their local and national learning opportunities. Some courses have downloadable supporting resources and completion certificates.

The courses on offer (alphabetical)

- Academy Financial Statements
- Academy Governance
- Achieving Value for Money
- Asbestos in schools
- Assert Yourself
- Assertive Communication
- Becoming an Effective Leaders
- Benchmarking
- Budgeting for Governors
- Capital Funding
- Careers Guidance- Board Responsibilities
- Change Management
- Church School Governance
- Clerking: Administration
- Clerking: Advice and Guidance
- Clerking: People and Relationships
- Clerking: Understanding Governance
- Complaints
- Conflict resolution
- Converting to Academy Status
- Costing Development Plan and Initiatives
- Data for Governors
- Developing Your Leadership Style

- Disciplinary Hearings- be prepared
- Effective Budget Monitoring
- Effective Governance
- Effective Writing
- Emotional Intelligence
- Exclusions Refresher Training
- EYFS- Effective Teaching and Learning
- Facilitation Skills
- Female Genital Mutilation
- Fighting Financial Fraud
- Financial Efficiency
- Fraud Awareness
- GDPR Collection
- Getting Started with Social Media
- Giving and Receiving Feedback
- Governing Board Meetings
- Governor and Trustee Induction
- Governor Responsibilities
- Governor Visits
- Headteacher Recruitment
- Headteacher/Board Relationships
- Health and Safety
- Healthy Life Styles
- Helping headteachers get the best out of their governing board
- Honour-based violence /forced marriage
- Information Security
- Introduction to Academy Finance
- Introduction to GDPR
- Introduction to HR
- Introduction to School Finance
- Introduction to Star Accounts
- Making Monitoring Work
- Managing your Priorities
- Managing yourself and your time
- Meeting Skills
- Ofsted
- PE and Sport Premium
- Performance Management
- Personal Resilience
- Plain English
- Preparing for Ofsted
- Prevent
- Public Speaking
- Pupil Premium
- Questioning Techniques
- Radicalisation
- RHSE
- Safeguarding Children in Education
- Schools Governors and Social Media
- SEND; The Governors' Role
- SFVS
- SMSC
- Social Media for School Governors
- Special Educational Needs & Disabilities
- Spelling, Grammar and Punctuation
- Strategic leadership
- Stress awareness
- The Chair of Governor's Role
- The Curriculum and beyond
- The Modern Apprentice
- Understanding Data
- Vision, Ethos and Strategic Direction
- What to expect from your Chair
- What to expect from your Clerk
- Working with the Media
- Workload and Wellbeing

How to start using online courses

If your school already purchases our Option 1 Subscription Services, these are available via [GovernorHub](#) and you can begin learning straight away.

If your school does not yet subscribe and would be interested in accessing these handy courses, give the team a call on **01603 303355** to find out how to sign your board up.

Governor and Trustee Training Pathway

With the raft of courses on offer, which courses should you be doing and when? It is good practice for governors to engage in training in order to be effective in their governance roles. Our training pathway can help governors pick courses for the right time in their development journey. We would encourage every governor to complete Entry level courses as a minimum foundation with a view to moving onto Emerging and Embedding level courses as you spend more time in the role and are allocated areas of responsibility and develop interests. Some experienced governors and trustees find it useful to revisit some Entry levels courses from time to time to ensure that they are up to date with any changes in legislation.

Now that development opportunities are available as online options, you can access most courses 24/7 or alternatively some courses are available to be booked with a tutor leading the session.

Experience	Academic Year 1/2	Academic Year 2/3	Academic Year 3/4
Entry	Governor & Trustee Induction Governor Visits Making Monitoring Work Safeguarding Prevent Data for Governors		
Emerging	Vision Ethos & Strategic Direction Behaviour & Exclusions SEND Workload & Wellbeing Pupil Premium Financial Management for Governors Preparing for Ofsted		
Embedding	Safer Recruitment Health and Safety The Chair's Role & Responsibilities Performance Management		

In addition to the courses listed in the training pathway, there are over 60 other courses to choose from, which will support you with some of the personal skills which you need

as a governor in managing the challenges the role presents, such as Change Management, Conflict Resolution, Emotional Intelligence, Facilitation skills, Questioning Techniques or Meeting Skills. There are also courses to support with significant events in the school, such as Headteacher Recruitment and Working with the Media. A full list of the courses can be located on pages 5 and 6.

This example is a guide only, if you have a specific linked role or responsibility, e.g. Pupil Premium, your priority for training may be different to this suggested path.

Training and Development Programme

Governors and Trustees

Pages 6-25 details the courses aimed at Governors and Trustees, both new and experienced. Clerks may also find attending courses useful to be able to support their boards.

Governor and Trustee Induction

	<p>Central / Virtual 3 Hours</p>		<p>Online Learning Total: 66 minutes Part 1: Context and Strategic Direction (19 mins) Part 2: Accountability (21 mins) Part 3: People, Structures and Effective Governance (16 mins) Part 4: Evaluation and Compliance (10 mins)</p>
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Central and Online course description:

This course gives an insight into the roles and responsibilities of governors, trustees, governing boards and local academy boards. It provides an essential introduction for individuals new to their role and a useful refresher for more experienced governors moving forward in an ever-changing educational landscape. It covers the statutory requirements of governing boards and latest developments, as well as examining ways of working to ensure that governing boards are as effective as possible.

By the end of the session delegates will:

- Be able to state the purpose and role of the governing board
- Be aware of the boundaries of the role, including schemes of delegation
- Understand how they can make an individual contribution to the work of the governing board
- Understand what makes an effective governing board
- Be familiar with the range of documentation received by the governing board and know how to formulate questions and appropriate challenge.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

[Return to Training Overview](#)

Vision, Ethos and Strategic Direction

Central/ Virtual 2 Hours	Online Learning Total: 42 minutes Part 1: Vision (14 mins) Part 2: Ethos (12 mins) Part 3: Strategy (16 mins)
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Central and Online course description:

This takes governors through the process of establishing a clear vision for their school. It will highlight the strategic nature of the governors' role and how they can drive improvement placing the vision and values at the heart of the School Improvement and Development Plan (SIDP).

By the end of the session delegates will:

- Have a clear understanding of what is meant by 'vision' and why this is important in a school
- Understand the link between vision, ethos, strategic direction and the school improvement and development plan (SIDP)
- Understand how the vision and strategic development plan influences the governors' role in holding the school's leaders to account.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

[Return to Training Overview](#)

Monitoring and the Curriculum

Central 2 Hours		
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Central course description:

This session expands on the Bitesize 'Making Monitoring Work' module by adding a focus on monitoring the curriculum. It develops the theory of monitoring to hold schools to account by taking governors into the practical application of monitoring and looks at what monitoring is and why it needs to be undertaken, how we can monitor and make school visits as effective as possible and considerations governors need to understand on the Intent, Implementation and Impact of the curriculum in their schools. Ofsted will consider the effectiveness of monitoring and how this impacts on both holding the school to account and school improvement. The session deals with the importance of monitoring the progress of plans and priorities and will explore how the impact of these is demonstrated.

By the end of the session delegates will:

- Understand the school's monitoring strategy, protocol and their individual role
- Understand the board's role in planning and monitoring the curriculum
- Understand how the impact of plans and decisions on the educational performance of pupils can be demonstrated
- Be able to identify sources of evidence which can assist governors in supporting and holding the school to account.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the 'Making Monitoring Work' Online Learning Course](#)

[Return to Training Overview](#)

Academy Trustee Induction

Central 2 Hours

This course gives an insight into the role and responsibilities of a MAT trustee and the board of trustees. It provides an essential introduction for individuals new to their role and a useful refresher for more experienced trustees moving forward in an ever-changing educational landscape. It covers the latest developments in the world of academies, as well as examining ways of working to ensure that trustee boards are as effective as possible.

By the end of the session delegates will:

- Be able to state the purpose and role of the board of trustees
- Be aware of the boundaries of the role, including schemes of delegation
- Understand how they can make an individual contribution to the work of the board of trustees
- Understand what makes an effective board of trustees
- Be familiar with the range of documentation received by the board of trustees and know how to formulate questions and appropriate challenge.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

[Return to Training Overview](#)

Understanding Data - Primary/Secondary

Central
3 Hours

Online Learning

Total: Primary 83 minutes/Secondary 74 minutes

Part 1: Using data responsibly and proportionately (16 mins)

Part 2a: Understanding performance measures: Primary (42 mins)

Part 2b: Understanding performance measures: Secondary (33 mins)

Part 3: Data sources and interpretation (25 mins)

Central and Online course description:

Governors need to be able to understand the range of school data available, so that they can challenge and support the school's professionals. This session aims to demystify national and school data and highlight how this can be used to identify the school's strengths and weaknesses and inform improvement planning from a governance perspective.

By the end of the session delegates will:

- Understand the range of school data and how it is presented
- Understand the current accountability framework
- Appreciate the importance of school data for planning improvement
- Know what appropriate questions to ask to support and challenge the school.

The sessions for governors of secondary phase schools will be delivered on different dates than those in the primary phase. Please check GovernorHub for the relevant dates.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

[Return to Training Overview](#)

Performance Management

Central
2 Hours

Online Learning

Total: 47 minutes

Part 1: Setting the Scene (14 mins)

Part 2: The Appraisal Process (33 mins)

Central and Online course description:

This training covers the statutory duty of conducting the headteachers appraisal, it also covers governors' responsibilities for performance management of all staff including the well-being of the headteacher and staff.

By the end of the session governors will be able to:

- Understand the statutory requirements and context of performance management throughout the school
- Know the process required to conduct the appraisal of the head teacher
- Understand how to use and set SMART objectives
- Be aware of the well-being aspects of the governors' role.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

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Pupil Premium

Central
2 Hours

Online Learning

Total: 43 minutes

Part 1: What is Pupil Premium and Who is Eligible? (18 mins)

Part 2: Spending and Accountability (25 mins)

Central and Online course description:

This session is aimed at helping governors understand their responsibilities for the achievement and progress of all groups of pupils at their school. It looks at how pupil premium can be used and monitored to ensure the best education for all groups of pupils but especially students for who the pupil premium is allocated.

By the end of the session delegates will:

- Be aware of the groups of pupils regarded as 'vulnerable' attending their school.
- Have more understanding of where gaps exist in the achievement of all pupils
- Know how current research is pointing the way to the most effective use of the pupil premium in closing the gap
- Understand the governing board's statutory duties in respect of reporting the impact of the pupil premium.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Bitesize Learning Course](#)

[Return to Training Overview](#)

Safeguarding Children in Education - The Governors' Role

Safeguarding Briefing

<p>Central 2 Hours</p>		<p>Online Learning Total: 55 minutes Part 1: The Role and Responsibilities of the Governing Board (25 mins) Part 2: How Governors can Undertake Monitoring (12 mins) Part 3: How Governors can Ensure a Safer Culture (18 mins)</p>
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Central and Online course description:

The Education Act 2002 places statutory requirements upon the Local Authority and schools to safeguard and promote the welfare of children. This session explores the legislative framework and role and responsibilities of governors and trustees in relation to the safeguarding agenda.

The course will help governors and trustees to understand the Ofsted Framework for Inspection and the implications for safeguarding practice in schools.

The DfE recommendation is that all governors and trustees attend this training and that it is regularly updated. To ensure schools are compliant with statutory responsibilities for safeguarding, the course has the following aims:

By the end of the session governors will:

- Understand the arrangements that the school must have in place to be compliant with legislation and guidance

- Understand what safeguarding is and the legislative context in which the school operates
- Understand their own role and responsibilities and those of others in safeguarding and promoting the welfare of children
- Understand the Ofsted Inspection Framework in relation to safeguarding children.
- Understand the requirements of the Statutory Guidance 'Keeping Children Safe in Education'.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

[Return to Training Overview](#)

SEND; The Governors' Role

<p>Central 2 Hours</p>	<p>Online Learning Total: 50 minutes Part 1: Context (23 mins) Part 2: Roles and Duties (27 mins)</p>
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Central and Online course description:

In this session we aim to cover all the essential information that governors need to be effective and well informed about their roles and responsibilities regarding the arrangements for children with special educational needs and disabilities in school. This course looks at relevant legislation, guidance, resources and considers best practice.

The training will give Governors with responsibility for SEND the opportunity to:

- Understand the key roles and responsibilities of the SEND Governor
- Understand what schools and academies are required to do to meet the needs of children and young people with SEND
- Understand what inclusive practice means in a school setting
- Know what the key legislation relating to SEND is and where to find it.

[Book this tutor led course on GovernorHub](#)

[**Book this course on SLA**](#)

[Go to the Online Learning Course](#)

[**Return to Training Overview**](#)

Behaviour and Exclusions

Central
2 Hours

Online Learning

Total: 35 minutes

Part 1: Behaviour; Expectations and Policy (12 mins)

Part 2: The Exclusion Decision Process (9 mins)

Part 3: The Exclusion Hearing Process (14 mins)

Central and Online course description:

Permanent exclusion should only ever be used as a last resort. This course focuses on the actions governors and trustees can take to support improved behaviour in schools as well as provide details on what must be in place following an exclusion and the role of governors in Pupil Discipline Hearings.

Governors and trustees have a role to play in supporting the school to embed an ethos of good behaviour. This session examines the specific roles that governors and clerks play at exclusion hearings as well as provide resources and tools to support governors if they are asked to sit on an exclusion panel hearing.

By the end of the session governors will:

- Understand the schools' legal duties around exclusion and that it must only ever be used as a last resort when all alternatives have been considered
- Have an appreciation of the governors' role in supporting good behaviour in schools
- Understand the procedures and protocols around panel hearings and the governors' role
- Understand the concept of 'natural justice' and approach the need for impartiality and confidentiality.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

[Return to Training Overview](#)

The Chair of Governors - Role and Responsibilities

Central
2 Hours

Online Learning

Total: 44 minutes

Part 1: Overview (17 mins)

Part 2: Leading the Team (27 mins)

Central and Online course description:

The effective chairing of the governing board requires a range of skills; ensuring statutory duties are carried out correctly, maintaining an effective relationship with the school's professionals and working effectively with fellow board members.

Mainly designed to assist new or less experienced chairs of governors, this session would also be extremely beneficial for anyone considering taking on this responsibility in the future.

By the end of the session governors will be able to:

- Understand the extent of the chair's responsibilities and powers
- Appreciate the skills needed to lead and develop the team
- Understand the importance of building a good working relationship with the headteacher, ensuring accountability
- Know their role in leading on school improvement and the business of the board
- Understand the need for succession planning.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

[Return to Training Overview](#)

Workload and Wellbeing

Central
2 Hours

Online Learning

Total: 25 minutes

Part 1: Understanding the Research (12 mins)

Part 2: The Governing Board's Role (13 mins)

Central and Online course description:

Teachers and leaders need to be able to focus on the most important tasks which impact positively on pupil progress, and in a way that reduces workload as much as possible. Recent research has highlighted that:

- Unnecessary workload takes teachers and leaders away from their primary role of helping their pupils achieve their goals
- Working hours for teachers in England are higher than in most other countries, and time is often spent on tasks they believe are not helping their pupils
- The competency framework for governance states that the board should 'pay due regard to ensuring that leaders and teachers are able to have a satisfactory work-life balance, including a manageable workload'.

This session explores the DfE guidance and our own Mental Health, Stress & Wellbeing Audit Tool to provide information for boards on the importance of addressing workload and the role of the board in supporting this.

By the end of this session governors will be able to:

- Understand the key workload issues in schools
- Recognise the role governors have in helping to address the issues
- Understand the importance of improving wellbeing and work life balance in school.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

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Preparing for Ofsted Ofsted Online Briefing

Central
2 Hours

Online Learning
Total: 33 minutes
Part 1: Online Ofsted Briefing

Central and Online course description:

These training sessions give an overview of the role of Ofsted and the expectations of governance. It provides details of the inspection process and criteria on which schools will be assessed. Governors need to know the process for Ofsted inspections and understand their involvement in ensuring the school is working under the framework.

New and existing governors are given the opportunity to ask questions to help them prepare for an Ofsted inspection.

By the end of the session governors will be able to:

- Know the context of the inspection process
- Understand how governors can prepare for inspection and provide evidence of their impact on school improvement.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

[Go to the Online Learning Course](#)

[Return to Training Overview](#)

Online Safety

Central 2 Hours		
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Central and Virtual course description:

The Internet and the use of online technologies bring great benefits to the classroom but are you aware of the associated risks? Do you know what your school should be doing to manage these risks? Or exactly, how responsible you are as a governor, if things go wrong?

This two-hour course will ensure that you:

- Know about the issues, risks and benefits of the online world in schools
- Understand governors' responsibilities in relation to the e-safety of pupils and staff
- Understand where e-safety education fits into the school curriculum and what support is available for Norfolk schools
- Know what Ofsted inspectors are looking for during inspections.

[Book this tutor led course on GovernorHub](#)

[Book this course on SLA](#)

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Safer Recruitment

Central
7 Hours
Chargeable
Lunch
included

Virtual Training
Live interactive training online over two consecutive days
Total 7 hours
Chargeable

Central and Virtual course description:

A major responsibility of the governing board is to ensure the safety and well-being of children and young people in school. To support this and in line with 'Staffing Regulations, 2009', every interview panel for staff in school must include someone who has been trained in safer recruitment.

The Governance Service has been accredited by the Safer Recruitment Consortium to deliver this training and this full day's course provides governors with the skills and information they need to fulfil this role. In addition to recruitment, the course also looks at how to ensure a safer culture in school and covers issues outlined in the Statutory Guidance 'Keeping Children Safe in Education, 2020'.

The course includes an assessment which results in successful governors and school leaders being accredited to fulfil this important role. The certificate awarded on successful completion of this training is valid for five years.

This course is suitable for headteachers, senior leaders, business managers, governors, trustees and anyone involved in the recruitment process.

Please note that this course is not part of the subscription service and is chargeable.

By the end of the session governors will:

- Have a greater understanding of offender behaviour
- 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
- Know how to review their own and their organisation's policies and practices with a view to making them safer.

[Book this course on SLA](#)

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Governor Networking Events

	Central 2 Hours		
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Event description:

These sessions are designed to offer governors the opportunity to come together in an informal session to discuss issues relevant to them. The sessions will be led by a Governance Service professional, supported by specialist speakers where appropriate, and will focus on topics currently being addressed in schools and the wider education landscape. Governors will also have the opportunity to contact the Governance Service team in advance to highlight any issues they wish to discuss.

The aims of these sessions are:

- To provide a networking opportunity for governors
- For governors to receive up to date information on a wide range of current educational topics

[Find these events on GovernorHub](#)

[Find these events on SLA](#)

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The Role of the Academy Local Governing Board

Available on request only

2-3 Hours

Training description:

This a bespoke session tailored for your trust.

In this session we work with Academy Trust leaders to hold a trust wide session for attendance by all members of local governing boards. Trust leaders will be given the option to introduce the session with a 'view from the bridge', this session will then move on to addressing the learning objectives below:

- Understand Local Governing Board (LGB) levels of responsibility in academies and understand our scheme of delegation.
- Examine the purpose of a trust / school vision.
- Understand LGB monitoring responsibilities, and the evidence required to hold school leaders to account.

To accomplish these objectives, we will need advance copies of the trusts Scheme of Delegation and would also welcome a discussion with the relevant trust leader(s) to ensure we are tailoring delivery correctly for your trust.

Telephone 01603 303355 or email governor.services@educatorsolutions.org.uk
to book

[Return to Training Overview](#)

Clerking Within an Academy - Foundation Skills for Clerks

Central		
2 Hours		

Central course description:

Regardless of a school's setting the DfE clerking Competency Framework, April 2017 states: "Professional, quality clerking is about much more than taking minutes to record the discussions and decisions of the board. It is also about providing governing boards with expert advice on governance, procedures and compliance, and directly contributing to its efficient conduct."

Academy clerks have a vital role to play in the effective running of trust or local governing board meetings, ensuring that procedures are followed and evidence is recorded, which demonstrates not only that the statutory responsibilities of the board are being met but the board are challenging and supporting the school leaders. This session clarifies the role and responsibilities of the clerk working within an academy environment and offers practical advice and tips. All aspects of clerking are explored, from preparation to follow up of meetings, dealing with the paperwork and generally managing the work of the governing board.

Additionally, it can feel that the goal posts have changed for a clerk when their school becomes an academy. Therefore this course is designed to explain the different guidance, structure and obligations within an academy framework for a clerk but also address the similarities from a clerking perspective when working within an academy.

By the end of the session clerks will be able to:

- Demonstrate knowledge of academy structures
- Demonstrate knowledge of the procedures for the preparation, running and follow up of member and board meetings
- Know where to research procedural matters so you are able to formulate advice related to governance

- Understand the requirements of board minutes, including confidential matters and Ofsted requirements.

Cost: We offer this session at a charge of £90 per delegate as it is not part of the Governance Service Option 1 subscription. Cancellation fees apply.

[Book this course on SLA](#)

[Return to Training Overview](#)

Accredited Clerk Programme

	9 months		
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Course description:

The importance of a trained and effective clerk to the governing board cannot be over emphasised. Clerks are the key professionals tasked with the responsibility of ensuring that procedures are followed and that the governing board has appropriate mechanisms in place to meet and evidence, not only statutory responsibilities, but the challenge and support demanded by Ofsted.

The Accredited Clerk programme is a nationally recognised level 3 qualification designed for experienced clerks already working in schools and Trust settings. It helps clerks to develop their knowledge and skills even further, leading to increased confidence and higher quality clerking. Additionally, delegates will receive free membership with the Institute of Administrative Management for a year.

The programme runs throughout an academic year and looks at up to seven competency areas (depending on the pathway selected by candidates) with clearly defined performance criteria for each. The 'Accredited Clerk' programme is validated by 'Information for School and College Governors (ISCG) and is operated, under licence, by Hampshire Governor Services.

Cost: The full programme is being offered at a charge of £555 as it is not part of the subscription service.

For more information on the programme please call the clerking service on **01603 303355**.

Telephone 01603 303355 or email clerking.services@educatorsolutions.org.uk
to book

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Free Accredited Clerk briefing sessions

Cohorts commence throughout the year and if you are interested in learning more about the programme, free briefing sessions are being held and will be advertised separately and your place can be secured on GovernorHub.

[Book this session on GovernorHub](#)

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What our customers say

Exceeded my expectations!”

Pitched just right!”

Great session, particularly enjoyed sharing experiences and discussions with others.”

Practical sessions which delivered exactly what I needed! Thank you.”

Perfect! Really valued the opportunity to review the whole process through discussion.”

Just brilliant! Liked the fact the training was linked to the broader school values and procedures!”