



Leicestershire  
Traded Services

# Governor Support & Development (GSD)

Training and development programme  
April 2023 - March 2024



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# Welcome to the 2023/2024 Training and Development Programme for Clerks and Governors

## Dear Governors

As a service that provides training, it seems appropriate to look at Continuing Professional Development (CPD). CPD is widely recognised as a fundamental way to improve the skills of individuals and the world in which they work.

**Why is CPD important and why does it exist?** At GSD we think it exists to ensure that an individual enhances their abilities once they have formally qualified. Typically, academic qualifications are completed by an individual and are followed by the world of work; CPD allows an individual to focus on what specific skills and knowledge they require over a short-term period, say one to three years, to become confident and expert in their chosen field. By re-engaging with CPD regularly the cycle of learning and then improvement will continue.

**What is the purpose of CPD?** It enables an individual to regularly apply focus and attention to important areas of their own development and provides the framework for a professional to take appropriate action to reduce any shortfalls in knowledge. In addition, it allows an individual to remain competitive with his or her peers and is a means of putting yourself ahead of everyone else.

**Why manage your CPD effectively?** A planned approach allows an individual to improve their career development and work-related ambitions. It brings an increase in confidence and ability; it brings job satisfaction, high moral and increased well-being.

Its importance cannot be overstated. As the employer of school staff, ensuring their access to a quality CPD programme will provide immeasurable benefit to your personnel and therefore, your school by creating a highly skilled, motivated and committed workforce.

It is equally as important for you as volunteer governors. Managing your ongoing learning efficiently will allow you to become a more competent and professional member of the board. It is for each individual to commit to learning or not, but for governors that is doubly true because the benefit for you isn't professional or financial but because you want to devote your time to a good cause – education.

**GSD try to make the availability of CPD for you as flexible as possible**, retaining online learning, mixed with face-to-face training as a means of networking together with eLearning. Your Training and Development Governor can help identify your training needs or you can simply make your own plan to help you to undertake the role assigned to you successfully. Planning the sessions you will take in year one, then year two and so on will mean that you do not suffer from training overload.

Take a look at our Governance Training Framework on page 5 which provides a development plan for new governors for the first three to four years. By which time, we hope you will be back for a second four-year term to continue that cycle of learning and improvement!

## Caroline Woodhouse

Team Manager, Governor Support and Development

# Contents

<b>Governance Training Framework</b>	5	Narrowing the Gap (Pupil Premium)	21
<b>Governors' Conference</b>	6	Ofsted Preparation for Governors	22
<b>A Guide to Packages</b>	6	Performance Management and CPD – Whole School	22
<b>Applying to attend a session</b>	7	Risk Management	23
<b>Forums</b>	<b>8</b>	Training & Development Governor workshop	23
Chairs' Forums	8	<b>(NEW)</b> Well-being in Education	24
Clerks' Forums	8	<b>HR Essentials</b>	<b>24</b>
Training & Development Forums	9	HR Essentials - Pay and Appeals	24
Safeguarding Forums	9	HR Essentials – Policies	24
SEND Forums	9	<b>Safeguarding Children</b>	<b>25</b>
<b>Clerks'/Governance Professionals Development Programme</b>	<b>10</b>	Safeguarding Children for All (Lower-Level)	25
Induction Training for Clerks	10	Safeguarding Children for Safeguarding Lead Governors (Higher-Level)	25
Intermediate Training for Clerks	10	Safer Recruitment	25
Workshop for Clerks	11	Improving Outcomes for Children in Care	26
Complaints Panel Training for Clerks	11	<b>SEND</b>	<b>26</b>
<b>Governors' Core Training Programme Index</b>	<b>12</b>	Equality and Diversity	26
<b>New Governors' Induction Training</b>	<b>13</b>	Special Educational Needs & Disability and the Governing Board	26
<b>Leadership</b>	<b>14</b>	<b>Other In-School Training Offer</b>	<b>27</b>
Chairs' Leadership Development Programme:	14	Converting to an Academy - Due Diligence Process	27
The High Performing Board		Governing Board Self-Review	27
An Introduction to the Role of the Chair	14	Leading Effective Meetings	27
<b>The Role of Governing Boards in Driving School Improvement</b>	<b>15</b>	Planning for Succession in the Governing Board	27
Session 1 – Being Strategic	15	Prevent training	27
Session 2 – Planning for Improvement	15	Using Data for Improvement	27
Session 3 – Understanding Curriculum Implementation and Impact	16	<b>Bespoke Training for Multi-Academy Trust</b>	<b>27</b>
Session 4 – The Board's Role in Monitoring the work of the School	16	<b>Training from Other LA Department (Additional fee attaches)</b>	<b>28</b>
<b>Finance</b>	<b>17</b>	External Triangulation	28
Academy Finance	17	External Review of Governance (ERG)	28
Medium Term Financial Planning (Academies and Maintained)	17	Anti-Bullying	29
Finance for Maintained School Governors	17	Safeguarding Development with LCC	29
<b>Key Areas for Governors</b>	<b>18</b>	Health, Safety and Wellbeing Services	30
British Values	18	HR Strategic Support for Schools and Governors	30
Careers Education	18	Leicestershire Music	31
<b>(NEW)</b> Data Protection	18	Diocese Foundation Governor Training	31
<b>(NEW)</b> Engaging Parents	19	Team Details	32
<b>(NEW)</b> Equality and Diversity	19		
Exclusion and Suspension Panels	19		
Get Your Board Panel Ready (complaints etc.)	20		
<b>(NEW)</b> Greener Governance	20		
Health & Safety Awareness	21		

# Governance Training Framework

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

0 - 1 year		6 months - 3 years+		3 years onwards	
New Governors & Trustees		Developing Governors & Trustees		Experienced Governors & Trustees	
<b>Get to know your school</b>	<p>The school should provide you with an induction and share documents to help you get to know the school. Plan to visit the school and meet the staff. You can ask for a mentor from the governing board to support you in the early days.</p> <p>Step 1 -Induction Training for New Governors</p> <p>Step 2 -Induction Training for New Governors</p>	<p>By this stage you will be an active and confident member of the governing body. You are probably taking on more responsibility and are interested in developing your knowledge in a number of specific areas. You will also be aware of current issues / developments and how these fit within the priorities of your school.</p>	<p>Attend training sessions developed by GSD on specific new developments or sessions that are specific to your delegated roles and responsibilities, such as:</p> <p>Chairs' Forums T&amp;D Forums SEND Forums Safeguarding Forums</p>	<b>Continuous development / refresh knowledge</b>	
<b>Recommended training</b>	<p>The role of Governing Boards in Driving School Improvement – 4 series</p> <ol style="list-style-type: none"> <li>1. Being Strategic</li> <li>2. Planning for Improvement</li> <li>3. Understanding Curriculum Implementation and Impact</li> <li>4. The Board's Role in Monitoring the work of the School</li> </ol> <p>Safeguarding Children for All (Lower-level)</p>	<p><b>Governance</b></p> <p>Exclusions Greener Governance Get Your Board Panel Ready - complaints Health &amp; Safety Awareness HR Essentials Narrowing the Gap – Pupil Premium Ofsted Preparation</p> <p><b>Other topics</b></p> <p>British Values Data Protection – GDPR Engaging Parents Finance Training Performance Management and CDP SEND &amp; the Governing Board Well-being in Education</p>	<p>Chairs' Forums Role of the Chair Chairs' Leadership Development</p>	<b>Become chair or vice chair</b>	
	<p>Consider what skills and interests you bring to the governance team and how you could benefit the governing board. You may consider taking on a specific role or being involved in a specific committee. Take up training opportunities to develop your knowledge and skills in these areas e.g. finance, health &amp; safety, HR.</p>	<p><b>Continuous development</b></p> <p>Chairs' Forums Safeguarding Forums SEND Forums Training &amp; Development Forums Training &amp; Development Workshop</p>	<p>Career Education Improving Outcomes for Children in Care Risk Management Safer Recruitment Safeguarding Children (Higher level)</p>	<b>Governance</b>	
				<b>Become a mentor for a new governor Commit to enhancing collective governance.</b>	<p>Be proactive in developing the in-school induction programme for new governors Actively promote and participate in Governing Board Self-Review</p>

# Governors' Conference

Saturday 7th October 2023, 9.30am - 1.00pm

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



**Face to face**  
(Breakfast included)



Guest Speaker - Margaret Mulholland  
- continuing our theme from last year's conference we will be considering what the term "whole school SEND" means for the future and how governors will contribute to this evolving landscape



Workshops will be available to explore what SEND will look like for our schools in the future specifically targeting leadership activities.

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

## A GUIDE TO PACKAGES A, B AND C

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

**A**

### Full GB subscription

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

#### ACCESS TO

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

**B**

### Leadership

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

#### ACCESS TO

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

**C**

### Clerks/Governance Professionals (GP)

- All GSD publications on offer
- Helpline

#### ACCESS TO

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

# Applying to attend a session

## How to book

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



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



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



Telephone 0116 305 6503

## Booking confirmation

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

## Cancellation

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

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

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

## Access to courses

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### For Virtual training:

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

### In-school training:

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

## Governors' expenses for training

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

# Forums

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

## Chairs' Forums

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

### Summer Term

#### Morning Session

Day	Date	Time	Code
Wednesday	19 April 2023	10.00 AM - 12.00 PM	NCM01

#### Evening Session (Please note this is a face-to-face session)

Day	Date	Time	Code
Wednesday	19 April 2023	6.00 PM - 8.00 PM	NCM02

Venue: Beaumanor Hall Beaumanor Dr, Woodhouse, Loughborough LE12 8TX

### Autumn Term

Day	Date	Time	Code
Wednesday	13 September 2023	10.00 AM - 12.00 PM	NCM03
Wednesday	13 September 2023	6.00 PM - 8.00 PM	NCM04

### Spring Term

Day	Date	Time	Code
Thursday	11 January 2024	10.00 AM - 12.00 PM	NCM05
Thursday	11 January 2024	6.00 PM - 8.00 PM	NCM06

## Clerks'/Governance Professionals Forums

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

### Summer Term

Day	Date	Time	Code
Wednesday	26 April 2023	10.00 AM - 11.30 AM	NCB01
Wednesday	26 April 2023	6.00 PM - 7.30 PM	NCB02

### Autumn Term

Day	Date	Time	Code
Tuesday	5 September 2023	10.00 AM - 11.30 AM	NCB03
Tuesday	5 September 2023	6.00 PM - 7.30 PM	NCB04

### Spring Term

Day	Date	Time	Code
Wednesday	17 January 2024	10.00 AM - 11.30 AM	NCB05
Wednesday	17 January 2024	6.00 PM - 7.30 PM	NCB06



## Training & Development Forums

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

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

### Summer Term

Day	Date	Time	Code
Thursday	4 May 2023	10.00 AM - 11.00 AM	NTD01
Thursday	4 May 2023	6.00 PM - 7.00 PM	NTD02

### Spring Term

Day	Date	Time	Code
Thursday	25 January 2024	10.00 AM - 11.00 AM	NTD03
Thursday	25 January 2024	6.00 PM - 7.00 PM	NTD04

## Safeguarding Forums

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

### Autumn Term

Day	Date	Time	Code
Tuesday	19 September 2023	10.00 AM - 11.00 AM	NCS01
Tuesday	19 September 2023	6.00 PM - 7.00 PM	NCS02

### Spring Term

Day	Date	Time	Code
Wednesday	31 January 2024	10.00 AM - 11.00 AM	NCS03
Wednesday	31 January 2024	6.00 PM - 7.00 PM	NCS04

## SEND Forums

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

### Summer Term

Day	Date	Time	Code
Wednesday	10 May 2023	10.00 AM - 11.00 AM	NSN01
Wednesday	10 May 2023	6.00 PM - 7.00 PM	NSN02

### Autumn Term

Day	Date	Time	Code
Thursday	28 September 2023	10.00 AM - 11.00 AM	NSN03
Thursday	28 September 2023	6.00 PM - 7.00 PM	NSN04

# Clerks' /Governance Professionals Development Programme

## Induction Training for Clerks and Governance Professionals

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

### Course objectives:

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

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

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

Session	Day	Date	Time	Code
1	Tuesday	10 October 2023	9.30 AM - 12.30 PM	NCT01
2	Wednesday	11 October 2023	9.30 AM - 12.30 PM	NCT01

## Intermediate Training for Clerks and Governance Professionals

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

### Course objectives:

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

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

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

Session	Day	Date	Time	Code
1	Tuesday	16 May 2023	9.30 AM - 12.30 PM	NCIT01
2	Wednesday	17 May 2023	9.30 AM - 12.30 PM	NCIT01

## Workshop for Clerks and Governance Professionals

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

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

Please contact GSD if you have any specific training requests.

Day	Date	Time	Code
Tuesday	13 June 2023	10.00 AM - 12.00 PM	NCW01
Tuesday	26 September 2023	10.00 AM - 12.00 PM	NCW02
Wednesday	28 February 2024	10.00 AM - 12.00 PM	NCW03

## Complaints Panel Training for Clerks and Governance Professionals

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

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

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

**Intended for:** All clerks and governance professionals

Day	Date	Time	Code
Thursday	8 February 2024	10.00 AM - 12.00 PM	NCPC01

# Governors' Core Training Programme Index

Academy Finance	17	Induction Training for New Governors	13
An Introduction to the Role of the Chair	14	Medium Term Financial Planning	17
Being Strategic: Vision, Values and Ethos and its link to Curriculum Intent	15	Narrowing the Gap (Pupil Premium)	21
British Values	18	Ofsted Preparation for Governors	22
Career Education	18	Performance Management and CPD - Whole School	22
Chairs' Leadership Development Programme	14	Planning Improvement	15
Data Protection – the General Data Protection Regulations	18	Risk Management	23
Engaging Parents	19	Safeguarding Children for All (Lower-Level)	25
Equality and Diversity	19	Safeguarding Children for Safeguarding Lead Governors (Higher-Level)	25
Exclusion and Suspension Panels	19	Safer Recruitment	25
Finance for Maintained School Governors	17	SEND and the Governing Board	26
Getting Your Board Panel Ready	20	The Board's Role in Monitoring the Work of the School	16
Greener Governance	20	Training & Development Governor Workshop	23
Health & Safety Awareness	21	Understanding Curriculum Implement and Impact	16
HR Essentials- Pay & Appeals	24	Well-being in Education	24
HR Essentials –Policies	24		
Improving Outcomes for Children in Care	26		

# New Governors' Induction Training

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

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

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

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

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

### Course objectives:

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

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

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

## Maintained Schools

	Day	Date	Time	Code
Step 1	Thursday	18 May 2023	6.00 PM - 8.00 PM	NMI01-1
Step 1	Tuesday	26 September 2023	6.00 PM - 8.00 PM	NMI01-2
Step 1	Wednesday	24 January 2024	6.00 PM - 8.00 PM	NMI01-3
Step 1	Thursday	1 February 2024	6.00 PM - 8.00 PM	NMI01-4
Step 2	Thursday	8 June 2023	6.00 PM - 8.00 PM	NMI02-1
Step 2	Tuesday	24 October 2023	6.00 PM - 8.00 PM	NMI02-2
Step 2	Wednesday	14 February 2024	6.00 PM - 8.00 PM	NMI02-3
Step 2	Thursday	29 February 2024	6.00 PM - 8.00 PM	NMI02-4

## Academies

	Day	Date	Time	Code
Step 1	Thursday	25 May 2023	6.00 PM - 8.00 PM	NAI01-1
Step 1	Monday	9 October 2023	6.00 PM - 8.00 PM	NAI01-2
Step 1	Tuesday	6 February 2024	6.00 PM - 8.00 PM	NAI01-3
Step 2	Thursday	15 June 2023	6.00 PM - 8.00 PM	NAI02-1
Step 2	Monday	30 October 2023	6.00 PM - 8.00 PM	NAI02-2
Step 2	Tuesday	27 February 2024	6.00 PM - 8.00 PM	NAI02-3

# Leadership

## Chairs' Leadership Development Programme: The High Performing Board

### Department of Education

*"The Chair, with the support of the Vice Chair, is responsible for ensuring the effective functioning of the Board. It is the Chair's role to give the Board clear leadership and direction, keeping it focused on its core functions"*

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

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

### Course Objectives

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

**Intended for:** Chairs and Vice Chairs of Boards/Trusts

Day	Date	Time	Code
Saturday	11 November 2023	9.30 AM - 4.00 PM	NCL01

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

## An Introduction to the Role of the Chair

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

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

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

### Course objectives:

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

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

Day	Date	Time	Code
Thursday	9 November 2023	6.00 PM - 8.00 PM	NCH01

# The Role of Governing Boards in Driving School Improvement

The series of four workshops will focus on the strategic role of governors in working with senior leaders to drive school improvement. Participants will be introduced to what the educational research evidence says effective governance is and its link to school improvement. Over the course of the programme the facilitators will use direct input, group discussion and analytical activities to explain the key concepts, together with time to reflect on current practice in your school and potential next steps.

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

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

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

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

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

Day	Date	Time	Code
Tuesday	9 May 2023	6.00 PM - 8.00 PM	NSIA01-1
Wednesday	20 September 2023	6.00 PM - 8.00 PM	NSIA01-2
Monday	15 January 2024	6.00 PM - 8.00 PM	NSIA01-3

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

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

**This session will consider the Board's role in:**

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

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

Day	Date	Time	Code
Tuesday	23 May 2023	6.00 PM - 8.00 PM	NSIA02-1
Wednesday	11 October 2023	6.00 PM - 8.00 PM	NSIA02-2
Monday	5 February 2024	6.00 PM - 8.00 PM	NSIA02-3

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

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

Day	Date	Time	Code
Tuesday	13 June 2023	6.00 PM – 8.00 PM	NSIA03-1
Wednesday	8 November 2023	6.00 PM – 8.00 PM	NSIA03-2
Monday	26 February 2024	6.00 PM – 8.00 PM	NSIA03-3

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

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

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

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

Day	Date	Time	Code
Tuesday	27 June 2023	6.00 PM – 8.00 PM	NSIA04-1
Wednesday	29 November 2023	6.00 PM – 8.00 PM	NSIA04-2
Monday	11 March 2024	6.00 PM – 8.00 PM	NSIA04-3

## The Role of Governing Boards in Driving School Improvement for a MAT

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**For a Multi-Academy Trust, please see page 27 - Bespoke Training for a Multi-Academy Trust please contact GSD to discuss further details.**



# Finance

## Academy Finance

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

This session will look at:

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

**Intended for:** All governors

Day	Date	Time	Code
Monday	2 October 2023	6.00 PM - 7.30 PM	NAF01

## Medium Term Financial Planning (Academies and Maintained)

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

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

This session is appropriate for maintained and academy schools.

Day	Date	Time	Code
Thursday	21 September 2023	6.00 PM - 7.30 PM	NBF01
Thursday	5 October 2023	10.00 AM - 11.30 AM	NBF02

## Finance for Maintained School Governors

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

### Course objectives:

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

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

Day	Date	Time	Code
Thursday	16 November 2023	6.00 PM - 7.30 PM	NFM01
Wednesday	07 February 2024	10.00 AM - 11.30 AM	NFM02

# Key Areas for Governors

## British Values

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

**Intent for:** All governors

Day	Date	Time	Code
Thursday	23 November 2023	6.00 PM - 8.00 PM	NBV01

## Careers Education

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

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

**Learning objectives will include:**

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

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

Day	Date	Time	Code
Tuesday	5 December 2023	6.00 PM - 8.00 PM	NCE01

## (NEW) Data Protection – the General Data Protection Regulations

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

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

**Course objectives:**

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

**Intended for:** All governors and school staff.

Day	Date	Time	Code
Wednesday	17 May 2023	6.00 PM - 8.00 PM	NGDPR01
Wednesday	15 November 2023	6.00 PM - 8.00 PM	NGDPR02

## (NEW) Engaging Parents

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

**Course Objectives:** To help you understand:

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

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

**Intended for:** All governors

Day	Date	Time	Code
Wednesday	24 May 2023	6.00 PM - 8.00 PM	NEP01

## (NEW) Equality and Diversity

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

**Course objectives:**

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

**Intended for:** All governors

Day	Date	Time	Code
Tuesday	7 November 2023	6.00 PM - 7.30 PM	NEDI01

## Exclusion and Suspension Panels

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

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

**Course objectives:**

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

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

Day	Date	Time	Code
Wednesday	14 June 2023	6.00 PM - 8.00 PM	NEX01

## Get Your Board Panel Ready (complaints etc.)

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

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

It will look at the following key areas:

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

**Intended for:** clerks and governors

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

Day	Date	Time	Code
Wednesday	7 June 2023	6.00 PM - 8.00 PM	NPN01

## (NEW) Greener Governance

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

### Course objectives:

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

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

Day	Date	Time	Code
Wednesday	21 June 2023	6.00 PM - 7.30 PM	NGG01

## Health & Safety Awareness

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This course will focus on the role of governors in managing health and safety in school and look at the effects health and safety has on the day to day running of a school.

### Course objectives:

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

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

Day	Date	Time	Code
Monday	15 May 2023	6.00 PM - 8.00 PM	NHS01
Monday	27 November 2023	6.00 PM - 8.00 PM	NHS02

## Narrowing the Gap (Pupil Premium)

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

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

### Course Objectives

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

**Intended for:** All governor or pupil premium governors

Day	Date	Time	Code
Tuesday	20 June 2023	6.00 PM - 8.00 PM	NNG01
Thursday	7 March 2024	6.00 PM - 8.00 PM	NNG02

## Ofsted Preparation for Governors

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

### Course Objectives:

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

**Intended for:** All governors

Day	Date	Time	Code
Thursday	11 May 2023	6.00 PM – 8.00 PM	NOF01
Monday	11 September 2023	6.00 PM – 8.00 PM	NOF02
Tuesday	30 January 2024	6.00 PM – 8.00 PM	NOF03

## Performance Management and CPD – Whole School

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

We will cover:

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

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

### Course objectives:

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

**Intended for:** All governors

Day	Date	Time	Code
Tuesday	7 September 2023	6.00 PM – 8.00 PM	NPM01
Wednesday	4 October 2023	10.00 AM – 12.00 PM	NPM02

## Risk Management (for maintained and academy schools)

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

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

### Course objectives:

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

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

Day	Date	Time	Code
Tuesday	13 February 2024	6.00 PM - 8.00 PM	NRM01

## Training & Development Governor Workshop

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

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

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

Day	Date	Time	Code
Wednesday	1 November 2023	6.00 PM - 7.30 PM	NTW01

## (NEW) Well-being in Education

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

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

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

### Objectives:

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

**Intended for:** All governors and governors with Wellbeing responsibility.

Day	Date	Time	Code
Wednesday	25 October 2023	6.00 PM - 7.30 PM	NWB01

## HR Essentials

### HR Essentials - Pay and Appeals

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

Day	Date	Time	Code
Thursday	2 November 2023	6.00 PM - 7.30 PM	NHR01

### HR Essentials – Policies

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

Day	Date	Time	Code
Tuesday	23 January 2024	10.00 AM - 11.30 AM	NHR02



# Safeguarding Children

## Safeguarding Children for All (Lower-Level)

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

### Course objectives:

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

**Intended for:** Essential for ALL Governors

Day	Date	Time	Code
Tuesday	25 April 2023	6.00 PM - 8.00 PM	NSG01
Thursday	12 October 2023	6.00 PM - 8.00 PM	NSG02
Wednesday	22 November 2023	10.00 AM - 12.00 PM	NSG03
Thursday	18 January 2024	6.00 PM - 8.00 PM	NSG04

## Safeguarding Children for Safeguarding Lead Governors (Higher-Level)

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

### Course objectives:

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

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

Day	Date	Time	Code
Thursday	30 November 2023	6.00 PM - 8.00 PM	NSGH01
Wednesday	28 February 2024	6.00 PM - 8.00 PM	NSGH02

## Safer Recruitment

Since January 2010 it has been mandatory for at least one person on every interview panel appointing school staff to have accessed Safer Recruitment Training. Safer recruitment is an important aspect of protecting and keeping children/young people safe. It applies to all employees/volunteers who have contact with, and access to children/young people.

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

**Intended for:** all governors

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

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

Session	Day	Date	Time	Code
1	Monday	13 November 2023	6.00 PM - 8.30 PM	NSF01
2	Monday	20 November 2023	6.00 PM - 8.30 PM	

## Improving Outcomes for Children in Care

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

### Course objectives:

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

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

Day	Date	Time	Code
Monday	5 June 2023	6.00 PM - 8.00 PM	NCC01

## SEND

## Equality and Diversity

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See also Equality and Diversity training (page 19), which includes information on the protective characteristic of Disability.

## Special Educational Needs & Disability and the Governing Board

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

### Course objectives:

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

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

Day	Date	Time	Code
Thursday	26 October 2023	6.00 PM - 8.00 PM	NUS01
Tuesday	5 March 2024	10.00 AM - 12.00 PM	NUS02

## Other In-School Training Offer

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

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

Please contact GSD service helpline **0116 305 65603** or email **Governors@leics.gov.uk** to discuss your requirements.

### Converting to an Academy - Due Diligence Process

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

### Governing Board Self-Review

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

### Leading Effective Meetings

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

### Planning for Succession in the Governing Board

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

### Prevent training

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

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

### Using Data for Improvement

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

## Bespoke Training for a Multi-Academy Trust

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



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



Telephone: 0116 3056503

# Training from Other LA Department

(Additional fee attaches)

## External Triangulation

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Triangulation is a key technique for anyone involved in a public scrutiny role.

As a school governor this is a core function for your board. You will be used to looking at management and performance reports provided to you by your school leadership team and from your board colleagues once a monitoring activity has been completed.

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

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

That's where triangulation comes in. Your board can use this technique of seeing your school through independent eyes to provide the schools leadership with confidence that someone else will see the same things that you do and that you do not have a gap to fill (if you do you can make sure you fill it!).

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

The Education Effectiveness Team can broker the following:

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

Please contact [educationeffectiveness@leics.gov.uk](mailto:educationeffectiveness@leics.gov.uk) External Reviews of Governance. Please see below and contact GSD for more information.

Desktop review of the Single Central Record. Please contact Strategic HR for Schools and Governors on 0116 305 0700 or via email at: [hrrservices@leics.gov.uk](mailto:hrrservices@leics.gov.uk)

## External Review of Governance (ERG)

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

An ERG means an independent consultant is assigned to your governing board; they conduct an investigative fact-finding exercise to collect all relevant information on how effective governance is in your school. This is done by gathering information about and documenting how your governing board operates and collecting evidence that is available and relevant. By working with the governing board, the consultant is able to draw conclusions and identify an action plan for the board to implement. For more information – please contact [governors@leics.gov.uk](mailto:governors@leics.gov.uk) and ask for information on an ERG.

## Anti-Bullying

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LCC's Anti-Bullying offer includes a range of training and advice to all schools and across the wider children's workforce. There is a specific session which will be of interest to governors, which is The Role of the Anti-Bullying Lead Governor, delivered on-line by Microsoft Teams. Booking form is available at [www.beyondbullying.com/usefulresources](http://www.beyondbullying.com/usefulresources). The cost is £30 per delegate.

'Everyone's Welcome' is a Leicester/Leicestershire initiative which uses the 'No Outsiders' resource and framework to teach the Equality Act (2010) to primary school children. To support this whole school approach it is recommended that a governor attends this training alongside the headteacher and the member of staff who will lead the project. For further information about training courses please email: [beyondbullying@leics.gov.uk](mailto:beyondbullying@leics.gov.uk)

## Safeguarding Development with LCC

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

### Allegation Management

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

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

This course will give participants an understanding of their roles and responsibilities with regard to the handling of allegations about staff conduct, the role of the Local Authority Allegations Manager and safer working practices. The Allegations Manager and LADO, together with a representative from HR normally attend to comment and advise on current practice. Chairs of governors are very welcome. They will have to follow this process should their head teacher be the subject of an allegation.

### Training for Designated Safeguarding Leads and Deputies & Refresher Training

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

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

### Safer Recruitment Training

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

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

#### To book training

Safeguarding in Education Admin Tel: **0116 3056314**

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

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

Bespoke courses – Sessional courses delivered in your venue - £200.

Please discuss with a member of the team.

# Health, Safety and Wellbeing Services

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

## Training includes:

- UKATA Asbestos Awareness - Nationally accredited training
- Management of Health and Safety in Schools
- Health and Safety for Premises Officers
- Risk Assessment
- Control of Substances Hazardous to Health (COSHH)
- Fire Safety Awareness
- Fire Risk Assessment
- Manual handling Awareness
- Work at Height Awareness
- Educational Visits Co-ordinator –  
New from April 2023 OEAP accredited training
- Visit leader

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

Online Training via Teams: Legionella Bitesize Refresher and Risk Assessment Refresher

If you require any further information please see our website [www.leicestershiretradedservices.org.uk](http://www.leicestershiretradedservices.org.uk) or contact our service helpline 0116 305 5515 or email [healthandsafety@leics.gov.uk](mailto:healthandsafety@leics.gov.uk)

# HR Strategic Support for Schools and Governors

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As well as offering a full strategic HR SLA package, the LTS HR Team provide a wealth of other services and training opportunities for Senior Leaders and governors in schools and academies as well as a number of clients from the public / voluntary sectors.

Our team currently offers a number of training workshops which take place throughout the year including;

- **Performance Management** – for Senior Leaders responsible for carrying out performance management of staff. The course also outlines the performance management process for both teachers and support staff; the role of the appraiser and their responsibilities in respect of the performance management process.
- **Restructuring and Managing Redundancies** – This course aims to assist school leaders to ensure they understand their role and responsibilities when needing to make changes to staffing structures, including making redundancies. The course provides comprehensive guidance on all elements of the process from start to finish, including undertaking meaningful consultation and selection processes through to hearings.
- **Single Centra Record Training** – This training is primarily aimed at Business Managers, Senior Leaders and Safeguarding Governors to ensure schools understands the requirements in terms of pre-employment checks and SCR checks for those working and volunteering in schools.
- **Staff Attendance Management** – for senior leaders and those with staff management responsibility. This training course provides useful guidance on managing staff attendance, including supporting individuals with disabilities and long term health issues, as well as dealing with short term absences.
- **Undertaking Investigations (Disciplinary & Grievances) – NEW Course.** This course provides comprehensive guidance on how to undertake investigations appropriately to ensure schools investigate staffing matters appropriately and sensitively in order to get the right outcome and reduce the risk of potential challenge.

In addition to the above, we can provide bespoke training to suit specific requirements. If you would like to discuss your school's training needs, or would like further information about our annual Strategic HR SLA packages and other bespoke services, please visit the Human Resources pages at [www.leicestershiretradedservices.org.uk](http://www.leicestershiretradedservices.org.uk) Alternatively contact us on 0116 305 0700 or via our email at: [hrservices@leics.gov.uk](mailto:hrservices@leics.gov.uk)

# Leicestershire Music

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

**Leicestershire Music Hub** – of which **Leicestershire Music (LM)** is Lead Partner. If you're looking for music CPD, look no further than our **CPD offer** and **FREE Music Network Meetings**. We provide Leicestershire (and City) schools with **FREE Primary School** and **Secondary School resources and a curriculum to ensure the delivery of quality music lessons in our schools. We are committed to helping schools to provide an excellent music education and to help with the teaching of the National Plan for Music Education 2: the original vision was created in 2011 and was revitalised in June 2022. It now states that the DfE would like to see the following offered in every school with a completion of the vision by 2030 to include:**

Timetabled curriculum of at least one hour each week of the school year for key stages 1-3

- Access to lessons across a range of instruments, and voice
- A school choir and/or vocal ensemble
- A school ensemble/band/group
- Space for rehearsals and individual practice
- A termly school performance
- Opportunity to enjoy live performance at least once a year

We also provide **FREE Consultation** sessions for Primary, Secondary, SEND, Music Technology and Singing. If you have any queries about our projects, bookings or believe we might be able to help your students make music, please contact us on [LMteaching@leics.gov.uk](mailto:LMteaching@leics.gov.uk)

## Diocese Board of Education (DBE) Governor Two Part Training Programme

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

This programme is essential for new governors and for those who have been in post for a term or more and have not accessed DBE training for a while and would benefit from refreshing their knowledge of what it means to be a governor of a church school. This course will give you the firm foundations you need to carry out your role effectively as well as networking and discussion time with other governors in the diocese.

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

This is for ANY governor or a church school not just Foundation Governors. Sessions are online 6pm – 8pm (governors should commit to either Group A or B).

- **Group A** – 24th November 2022 & 8th February 2023 (6pm – 8pm online)
- **Group B** – 1st March 2023 & 8th June 2023 (6pm – 8pm online)

Fee: £125 (/ £250 (fee is per school not per attendee)

NB: this training is provided by the Leicester Diocesan Board of Education (DBE). New training dates for 2023-2024 will be introduced in Summer 2023. To book or for further information please contact:

[officedbe@leicesterdb.org](mailto:officedbe@leicesterdb.org) or visit their website [www.leicesterdb.org/](http://www.leicesterdb.org/)

## Team Details

If you have any queries relating to courses, bookings or arranging whole governing body training sessions, please contact: Tel: **0116 305 6503** Email: **Governors@leics.gov.uk**

		Email	Telephone
Caroline Woodhouse	Team Manager	<a href="mailto:caroline.woodhouse@leics.gov.uk">caroline.woodhouse@leics.gov.uk</a>	0116 305 0364
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Address: Governor Support and Development, County Hall, Glenfield, Leicester, LE3 8RF

