Hampshire Governor Services
Training & Development Programme
2019-2020
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Training & Development Programme
2019-2020

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Introduction

Welcome to the Training and Development Programme for 2019 – 2020. This booklet gives details of the pre-planned programme for the year. The pace of change in education is very fast and so we will, of course, be adding additional events, briefings and topics throughout the year to support governing bodies and to ensure access to a current and relevant training offer.

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

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

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

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

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

Governing bodies can also purchase:

- Clerking services to individual schools, academies, children’s centres and education centres;
- Reviews of governance;
- An externally moderated Clerks’ Accreditation Programme;
- Bespoke consultancy services to support development.
Developing Good Governance – a guide for Development and Training Governors is available on our website in our DTG section. Development and Training Governors will find it particularly useful, but it has a lot of relevant information for anyone on your governing body who is interested in such things as:

- Information about skills audits;
- Ideas for school-based induction;
- A suggested “route-map” through training for governors;
- Tips for helping new clerks, chairs and vice-chairs, as well as advice on relevant development and training in their roles;
- Ways to identify training needs and get commitment to training;
- A strategy for ensuring the work of the governing body benefits from training attended;
- Clarification of administrative procedures;
- Linking with other schools to address training needs you have in common;
- Ofsted’s expectations of governing bodies.

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

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

Mandy Parsons, Head of Governor Services
Training courses available for 2019-2020

New to Governance: Essential courses for all governors

GS500  Induction for New Governors  9
GS502  Holding Leaders to Account  10
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GS510  Understanding the Governors’ Role in Monitoring and Evaluating SEND  14
GS511  Understanding the Special School Governors’ Role in Monitoring and Evaluating SEND  15
GS512  Understanding the Primary Curriculum  15

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

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

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GS523 Handling and Resolving Complaints 23
GS524 Exclusion Practice and Procedures 24
GS525 Effective Use of Pupil Premium 25
GS526 Behaviour Management - The Governors’ Role 25
GS527 Relationships, Sex and Health Education in the Primary Curriculum 26
GS528 Pupil Voice (Primary) 26
GS529 Pupil Voice (Secondary) 27
GS530 Early Years Foundation Stage 27
GS531 Monitoring and Evaluating Safeguarding Culture 28
GS532 Tackling Bullying in Schools - The Governors’ Role 28
GS533 Performance Management Training 29
GS534 Safer Recruitment Workshop 29
GS535 The Governors’ Role in Employment Matters 30
GS536 Personnel in Academies: Exercising the Freedoms 30
GS537 Strategic Finance in Schools 31
GS538 Academy Finance Workshop 31
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Competency Framework for Governance

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

Briefings

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

Training Provision for Church Schools

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

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

Training Provision for Academies

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

Key

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

- INF – Infant
- PRI – Primary
- SPE – Special
- EDU – Education Centre
- JUN – Junior
- SEC – Secondary
- ACA – Academy
New to Governance: Essential courses for all governors

Courses in this section will be beneficial for all governors to complete within their first year to eighteen months in the role. These courses provide an overview of the key roles and responsibilities of governors. New governors in all schools and academies should attend Induction for New Governors (GS500), followed by Holding Leaders to Account (GS502).

<table>
<thead>
<tr>
<th>GS500</th>
<th>Induction for New Governors</th>
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<tbody>
<tr>
<td>INF</td>
<td>JUN</td>
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Who will benefit? All new governors.

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

Pre-course reading

Post-course info

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

| GS500A | Wed 01 May 2019 | 09:30 - 16:30 | Fareham Innovation Centre |
| GS500B | Tues 07 & 14 May 2019 | 18:00 - 21:30 | The Holiday Inn, Farnborough |
| GS500C | Sat 11 May 2019 | 09:30 - 16:30 | Winchester Professional Centre |
| GS500D | Wed 22 May 2019 | 09:30 - 16:30 | Peta Training & Conference Centre, Cosham |
| GS500E | Thurs 06 Jun 2019 | 09:30 - 16:30 | Brockenhurst Village Hall |
| GS500F | Mon 17 & 24 Jun 2019 | 18:00 - 21:30 | Peta Training & Conference Centre, Cosham |
| GS500G | Thurs 04 Jul 2019 | 09:30 - 16:30 | Winchester Professional Centre |
| GS500H | Fri 12 Jul 2019 | 09:30 - 16:30 | Ark Conference Centre, Basingstoke |
| GS500I | Tues 17 & 24 Sep 2019 | 18:00 - 21:30 | Lyndhurst Community Centre |
| GS500J | Wed 02 Oct 2019 | 09:30 - 16:30 | Winchester Professional Centre |
| GS500K | Sat 05 Oct 2019 | 09:30 - 16:30 | The Holiday Inn, Farnborough |
| GS500L | Fri 18 Oct 2019 | 09:30 - 16:30 | Fareham Innovation Centre |
| GS500M | Thurs 07 Nov 2019 | 09:30 - 16:30 | Alton Maltings Centre |
| GS500N | Sat 16 Nov 2019 | 09:30 - 16:30 | Winchester Professional Centre |
| GS500O | Fri 29 Nov 2019 | 09:30 - 16:30 | Peta Training & Conference Centre, Cosham |
| GS500P | Mon 09 Dec 2019 | 09:30 - 16:30 | Ark Conference Centre, Basingstoke |
| GS500Q | Fri 17 Jan 2020 | 09:30 - 16:30 | The Holiday Inn, Farnborough |
| GS500R | Thurs 23 & 30 Jan 2020 | 18:00 - 21:30 | Winchester Professional Centre |
| GS500S | Sat 08 Feb 2020 | 09:30 - 16:30 | Peta Training & Conference Centre, Cosham |
### GS502 Holding Leaders to Account

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<tr>
<td>GS502A</td>
<td>Thurs 02 &amp; 09 May 2019 19:00 - 21:30</td>
<td>Alton Maltings Centre</td>
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<tr>
<td>GS502B</td>
<td>Fri 14 Jun 2019 09:30 - 15:30</td>
<td>Winchester Professional Centre</td>
</tr>
<tr>
<td>GS502C</td>
<td>Tues 08 &amp; 15 Oct 2019 19:00 - 21:30</td>
<td>The Holiday Inn, Farnborough</td>
</tr>
<tr>
<td>GS502D</td>
<td>Thurs 21 Nov 2019 09:30 - 15:30</td>
<td>Brockenhurst Village Hall</td>
</tr>
<tr>
<td>GS502E</td>
<td>Tues 21 &amp; 28 Jan 2020 19:00 - 21:30</td>
<td>Peta Training &amp; Conference Centre, Cosham</td>
</tr>
<tr>
<td>GS502F</td>
<td>Tues 17 Mar 2020 09:30 - 15:30</td>
<td>Beech Hurst, Andover</td>
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Non-subscribers: £195 (per person) for the day, or £164 (per person) for two evening sessions.
GS503  Understanding Data in Primary Schools

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

What will you learn? School performance data is one of the most useful tools for governors in understanding strengths and weaknesses of pupil progress. This session will empower you to ask the right questions of your school leadership team. It will help you identify upward and downward trends and focus resources where gaps need to be closed to improve outcomes for all children in your school. It will look at the range of data available to you to enable you to hold senior leaders to account.

Attendance options One evening session.

GS503A Wed 12 Jun 2019 19:00 - 21:30 Lyndhurst Community Centre
GS503B Tues 19 Nov 2019 19:00 - 21:30 Alton Maltings Centre
GS503C Mon 03 Feb 2020 19:00 - 21:30 Fareham Innovation Centre

Non-subscribers: £82 (per person)

GS504  Data Masterclass for Secondary Governors

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

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

Attendance options One evening session.

GS504A Mon 02 Dec 2019 19:00 - 21:30 Winchester Professional Centre

Non-subscribers: £82 (per person)

“Very useful – particularly how to use data to focus questions and challenge for the school – I have gained a better understanding of data, progress 8 and attainment 8.

*Data Masterclass for Governors*"
GS506 | Ofsted

Who will benefit? All governors.

What will you learn? This course provides information on how Ofsted assesses schools based on the inspection framework. It covers each of the principal judgements inspectors will make and you will have the opportunity to consider the evidence looked for when making each of the judgements. It will also highlight in detail the key considerations for governors around the quality of Leadership and Management of their school. The course will be updated to reflect the new Education Inspection Framework when this is in place from September 2019.

Attendance options One evening session.

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<tbody>
<tr>
<td>GS506A</td>
<td>Mon 20 May 2019</td>
<td>19:00 - 21:30</td>
<td>Winton Community Academy, Andover</td>
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<tr>
<td>GS506B</td>
<td>Tues 12 Nov 2019</td>
<td>19:00 - 21:30</td>
<td>Fareham Innovation Centre</td>
</tr>
<tr>
<td>GS506C</td>
<td>Thurs 05 Mar 2020</td>
<td>19:00 - 21:30</td>
<td>The Holiday Inn, Farnborough</td>
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Non-subscribers: £82 (per person)

“
I found it really useful finding out what Ofsted will be looking for in more depth, what I need to know as a governor, and what the inspector might ask me.

Ofsted”
Introduction to Academy Finance

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

Attendance options One evening session.

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<th>Location</th>
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<tr>
<td>GS508A</td>
<td>Wed 16 Oct</td>
<td>19:00-21:30</td>
<td>Winchester Professional Centre</td>
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Non-subscribers: £82 (per person)
**GS509 | Understanding Personnel Matters**

Who will benefit? All new governors.

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

Please note: This course is not a replacement for the Safer Recruitment course (GS534).

Attendance options One evening session.

| GS509A  | Thurs 16 May 2019 | 19:00 - 21:30 | Winchester Professional Centre |
| GS509B  | Thurs 26 Sep 2019 | 19:00 - 21:30 | Fareham Innovation Centre |
| GS509C  | Tues 10 Mar 2020  | 19:00 - 21:30 | The Holiday Inn, Farnborough |

Non-subscribers: £82 (per person)

**GS510 | Understanding the Governors’ Role in Monitoring and Evaluating SEND**

Who will benefit? All new governors

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

Attendance options One evening session.

| GS510A  | Mon 10 Jun 2019  | 19:00 - 21:30 | Winchester Professional Centre |
| GS510B  | Mon 07 Oct 2019  | 19:00 - 21:30 | Peta Training & Conference Centre, Cosham |
| GS510C  | Wed 05 Feb 2020  | 19:00 - 21:30 | The Holiday Inn, Farnborough |

Non-subscribers: £82 (per person)

The speaker was extremely knowledgeable in employment law and answered all questions thoroughly.

*Understanding Personnel Matters in Schools*
### GS512 | Understanding the Primary Curriculum

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

**What will you learn?**
You will develop your understanding of the curriculum so that you can play an effective part in curriculum decisions. The course will cover governors’ responsibilities and good practice in discharging them. The training will also include changes to the Ofsted Inspection Framework that place a greater emphasis on the quality of the broad and balanced curriculum.

**Attendance options**
One evening session.

| GS512A | Thurs 25 Apr 2019 | 19:00 - 21:30 | Peta Training & Conference Centre, Cosham |
| GS512B | Mon 04 Nov 2019 | 19:00 - 21:30 | Everest Community Academy, Basingstoke |
| GS512C | Wed 22 Jan 2020 | 19:00 - 21:30 | Lyndhurst Community Centre |

Non-subscribers: £82 (per person)

### GS511 | Understanding the Special School Governors’ Role in Monitoring and Evaluating SEND

**Who will benefit?**
New governors from special schools and academies.

**What will you learn?**
This interactive course will cover the responsibilities of governors in a special school setting for monitoring and evaluating the impact of the school’s provision through a range of discussions and activities.

**Attendance options**
One evening session.

| GS511A | Mon 08 Jul 2019 | 19:00 - 21:30 | Winchester Professional Centre |

Non-subscribers: £82 (per person)

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What I found particularly useful is being given the wider context in a structured way. Also having terms explained, eg Bloom’s Taxonomy, and just to know that some words have precise meanings in education, eg. ‘mastery’

*Understanding the Primary Curriculum*
Leadership Roles: Key courses for those with a designated leadership role

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

**GS513 Development for Chairs**

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<th>ACA</th>
<th>EDU</th>
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**Who will benefit?**  
New chairs, vice chairs and committee chairs and aspiring chairs.

**What will you learn?**  
This course covers the key tasks of the role and skills required to be an effective chair or vice chair: how to ensure appropriate delegation; handling difficult and sensitive issues; and how to ensure that the chair and the vice chair work in partnership with the senior leadership team of the school.

**Pre-course reading**

**Post-course info**

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

<table>
<thead>
<tr>
<th>GS513A</th>
<th>Thurs 17 &amp; 24 Oct 2019</th>
<th>19:00 - 21:30</th>
<th>Peta Training &amp; Conference Centre, Cosham</th>
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<tr>
<td>GS513B</td>
<td>Wed 06 Nov 2019</td>
<td>09:30 - 15:30</td>
<td>Ark Conference Centre, Basingstoke</td>
</tr>
<tr>
<td>GS513C</td>
<td>Thurs 14 Nov 2019</td>
<td>09:30 - 15:30</td>
<td>Brockenhurst Village Hall</td>
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Non-subscribers: £195 (per person) for the day, or £164 (per person) for two evening sessions

**GS514 Chairing Matters 1 - Chairs and Headteachers: Working Together**

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<th>EDU</th>
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**Who will benefit?**  
All chairs and headteachers. The course would be most beneficial when chairs and headteachers attend together.

**What will you learn?**  
This course covers various aspects of the competency framework for governance, including Accountability, People, Structures, and Evaluation. It focuses on the vital relationship between the chair and the headteacher, and particularly on their leadership roles. The course will provide an opportunity to reflect upon and review practice, and to focus on how to make the relationship really effective. It will also explore how to build the team of governors.

**Pre-course reading**

**Attendance options**  
One twilight session.

<table>
<thead>
<tr>
<th>GS514A</th>
<th>Thurs 09 May 2019</th>
<th>16:30 - 19:00</th>
<th>Peta Training &amp; Conference Centre, Cosham</th>
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<tr>
<td>GS514B</td>
<td>Tues 26 Nov 2019</td>
<td>16:30 - 19:00</td>
<td>Winchester Professional Centre</td>
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Non-subscribers: £82 (per person)

Course sparked new conversations and areas for future discussion.  
Chairing Matters 1 – Chairs and Headteachers: Working Together
### GS515 Chairing Matters 2 - Improving the School

**Who will benefit?** Chairs, vice chairs, committee chairs and aspiring chairs.

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

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<th>Attendance options</th>
<th>One evening session.</th>
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**Pre-course reading**

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<tr>
<th>GS515A</th>
<th>Thurs 27 Feb 2020</th>
<th>19:00 - 21:30</th>
<th>Winchester Professional Centre</th>
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Non-subscribers: £82 (per person)

### GS516 Chairing Matters 3 - Leading the Business for Effective Governance

**Who will benefit?** Chairs, vice chairs, committee chairs and aspiring chairs.

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

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<th>One evening session.</th>
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**Pre-course reading**

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<thead>
<tr>
<th>GS516A</th>
<th>Wed 26 Jun 2019</th>
<th>19:00 - 21:30</th>
<th>Winchester Professional Centre</th>
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Non-subscribers: £82 (per person)

Useful to understand the role of the clerk so that we can use them to their full potential.

*Chairing Matters 3 – Leading the Business for Effective Governance*
The Leading Governance Programme is available for governors in a lead role on their board. It will help chairs, vice chairs, committee chairs and Development and Training Governors to develop the skills, knowledge and behaviours that will help you grow in your role.

Who can apply?
Chairs or vice chairs, committee chairs, Development and Training Governors, chairs of MATs and local governing boards.

What’s involved?
There will be two full day face-to-face workshops, online coaching and a board evaluation tool.

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

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

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

GS518 | Development for DTGs

Who will benefit?
All new Development and Training Governors (DTGs) and those wishing to update their skills.

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

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

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<th>Course Code</th>
<th>Date/Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>GS518A</td>
<td>Thurs 07 &amp; 14 Nov 2019 19:00 - 21:30</td>
<td>Peta Training &amp; Conference Centre, Cosham</td>
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<tr>
<td>GS518B</td>
<td>Wed 04 Mar 2020 09:30 - 15:30</td>
<td>Winchester Professional Centre</td>
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Non-subscribers: £195 (per person) for the day, or £164 (per person) for two evening sessions

GS519 | Development and Training Governor (DTG) Meetings

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

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

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

Attendance options
One evening session.

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<tr>
<th>Course Code</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>GS519A</td>
<td>Thurs 16 May 2019 19:00 - 21:00</td>
<td>Lyndhurst Community Centre</td>
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<tr>
<td>GS519B</td>
<td>Mon 20 May 2019 19:00 - 21:00</td>
<td>Everest Community Academy, Basingstoke</td>
</tr>
<tr>
<td>GS519C</td>
<td>Tues 01 Oct 2019 19:00 - 21:00</td>
<td>Peta Training &amp; Conference Centre, Cosham</td>
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<tr>
<td>GS519D</td>
<td>Thurs 03 Oct 2019 19:00 - 21:00</td>
<td>Winchester Professional Centre</td>
</tr>
</tbody>
</table>

Non-subscribers: £82 (per person)
### GS520 | Development for Clerks

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<thead>
<tr>
<th>INF</th>
<th>JUN</th>
<th>PRI</th>
<th>SEC</th>
<th>SPE</th>
<th>ACA</th>
<th>EDU</th>
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</thead>
<tbody>
<tr>
<td>Who will benefit?</td>
<td>All clerks.</td>
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<tr>
<td>What will you learn?</td>
<td>This programme offers an important development opportunity that covers the main roles of governing bodies, clerking in practice and the legal frameworks for different settings, as well as providing you with the skills to play a proactive part in developing the practice of the boards for which you clerk.</td>
<td></td>
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<tr>
<td>Blended learning supported through an online platform</td>
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<tr>
<td>Attendance options</td>
<td>Two full day sessions (lunch will be provided).</td>
<td></td>
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</tbody>
</table>

| GS520A | Fri 26 Apr & 11 Oct 2019 | 09:30 - 16:30 | Winchester Professional Centre |
| GS520B | Fri 13 Sep 2019 & 31 Jan 2020 | 09:30 - 16:30 | Winchester Professional Centre |
| GS520C | Fri 17 Jan & 08 May 2020 | 09:30 - 16:30 | Winchester Professional Centre |

Non-subscribers: £360 (per person)

### GS521 | Clerk’s Support Meetings

<table>
<thead>
<tr>
<th>INF</th>
<th>JUN</th>
<th>PRI</th>
<th>SEC</th>
<th>SPE</th>
<th>ACA</th>
<th>EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who will benefit?</td>
<td>All clerks.</td>
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<tr>
<td>What will you learn?</td>
<td>These events provide continuing support and development for all clerks. They are practical sessions which cover such topics as new legislation, good practice, managing governors’ workloads and other topics which may be of interest to clerks. Part of each meeting will help support the Clerks’ Accreditation Programme. Please note: The content of the sessions in the summer term and autumn term are different so attendance at both is recommended.</td>
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<tr>
<td>Attendance options</td>
<td>One morning or one evening session.</td>
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</tbody>
</table>

| GS521A | Tues 04 Jun 2019 | 19:00 - 21:00 | Lyndhurst Community Centre |
| GS521B | Thurs 06 Jun 2019 | 19:00 - 21:00 | Alton Maltings Centre |
| GS521C | Wed 12 Jun 2019 | 10:00 - 12:00 | Peta Training & Conference Centre, Cosham |
| GS521D | Tues 18 Jun 2019 | 19:00 - 21:00 | Winchester Professional Centre |
| GS521E | Fri 21 Jun 2019 | 10:00 - 12:00 | The Holiday Inn, Farnborough |
| GS521F | Mon 04 Nov 2019 | 19:00 - 21:00 | The Holiday Inn, Farnborough |
| GS521G | Thurs 07 Nov 2019 | 10:00 - 12:00 | Winchester Professional Centre |
| GS521H | Mon 11 Nov 2019 | 19:00 - 21:00 | Fareham Innovation Centre |
| GS521I | Wed 13 Nov 2019 | 19:00 - 21:00 | Everest Community Academy, Basingstoke |
| GS521J | Mon 18 Nov 2019 | 10:00 - 12:00 | Brockenhurst Village Hall |

Non-subscribers: £82 (per person)
Why become an Accredited Clerk?
The importance of professional clerking has never been greater. Schools have been given increased freedoms and greater accountability, and the government has recognised that the contribution professional clerking can make to effective governance of schools is very significant. The Accredited Clerk (TAC) Programme is an evidenced based assessment against national competence standards.

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

What does the programme entail?
The standards are built around the key elements of the clerk’s role as follows:

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

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

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

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

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

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

Chair of Governors

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

Clerk, Isle of Wight
The Professional Clerk

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

If you are a clerk with several months’ experience or more, this programme will help you develop the specialist skills and knowledge to carry out your role confidently and effectively.

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

You can apply for Department for Education (DfE) funding worth £350 towards your training. The additional cost of the training to you or your school is £50. There is no additional cost for clerks from subscribing schools.

What topics are covered?
The programme is closely aligned to the DfE’s Clerking Competency Framework:

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

How is the training delivered?
Our highly interactive and enjoyable programme offers a choice of:

Blended learning – face-to-face workshops with online support:
- Two half day face-to-face workshops led by an experienced facilitator;
- Online support and development activities.

Online learning – live webinars and support via our easy-to-use online platform:
- Available wherever you have an internet connection;
- Six 1 hour-long online webinars delivered by an experienced facilitator: An introductory session, a session on each of the four competencies in the competency framework, and a wrap up session;
- Online support and development activities.

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

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

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

To find out more about upcoming programmes, please visit our website at www.hants.gov.uk/professionalclerk
Continued Training & Development: Courses relevant to committee roles or designated governor responsibilities

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

Key courses relevant for all Governors

<table>
<thead>
<tr>
<th>GS522</th>
<th>Policies - Evaluating their Impact</th>
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<tbody>
<tr>
<td></td>
<td>INF</td>
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<tr>
<td>Who will benefit?</td>
<td>All governors.</td>
</tr>
<tr>
<td>What will you learn?</td>
<td>Policies set the strategic framework within which the headteacher manages the school. The review process needs to ensure that the effectiveness of policies is monitored and evaluated. This course covers using sample policies, how to review and evaluate policies and ways in which this can be programmed into the work of the governing body.</td>
</tr>
<tr>
<td>Attendance options</td>
<td>One evening session.</td>
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</tbody>
</table>

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<thead>
<tr>
<th></th>
<th>GS522A</th>
<th>Thurs 10 Oct 2019</th>
<th>19:00 - 21:30</th>
<th>Everest Community Academy, Basingstoke</th>
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<tbody>
<tr>
<td></td>
<td>GS522B</td>
<td>Tues 11 Feb 2020</td>
<td>19:00 - 21:30</td>
<td>Lyndhurst Community Centre</td>
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Non-subscribers: £82 (per person)

<table>
<thead>
<tr>
<th>GS523</th>
<th>Handling and Resolving Complaints</th>
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<tbody>
<tr>
<td></td>
<td>INF</td>
</tr>
<tr>
<td>Who will benefit?</td>
<td>All governors.</td>
</tr>
<tr>
<td>What will you learn?</td>
<td>This course will cover the principles of an effective complaints procedure to ensure that complaints about your school are resolved at the earliest possible stage. Everyone in school must be clear about your own school’s complaints procedure. You will work step by step through the different stages in the complaints procedure, looking at DfE and Hampshire best practice guidance at the various stages. You will have the opportunity through exploring a series of case studies based on real life examples, to gain greater awareness of how complaints arise and develop your confidence in handling and resolving complaints by adapting your school’s procedure to address different types of complaints.</td>
</tr>
<tr>
<td>Attendance options</td>
<td>One evening session.</td>
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</table>

|       | GS523A     | Wed 15 May 2019 | 19:00 - 21:30 | Winchester Professional Centre |

Non-subscribers: £82 (per person)
Who will benefit?
All governors, clerks (particularly those likely to be involved in governor discipline committee meetings) and headteachers.

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

Attendance options
One evening session.

GS524A Wed 25 Sep 2019 19:00 - 21:30 The Holiday Inn, Farnborough
GS524B Thurs 12 Mar 2020 19:00 - 21:30 Lyndhurst Community Centre

Non-subscribers: £82 (per person)

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

Exclusion Practice and Procedures

Discussion around the case study was very interesting.

Exclusion Practice and Procedures
Curriculum and Pupils

GS525  Effective Use of Pupil Premium

Who will benefit?  All governors.

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

Attendance options  One evening session.

GS525A  Mon 13 May 2019  19:00 - 21:30  Peta Training & Conference Centre, Cosham
GS525B  Tues 01 Oct 2019  19:00 - 21:30  Winchester Professional Centre
GS525C  Tues 24 Mar 2020  19:00 - 21:30  The Holiday Inn, Farnborough

Non-subscribers: £82 (per person)

GS526  Behaviour Management - The Governors’ Role

Who will benefit?  All governors.

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

Attendance options  One evening session.

GS526A  Thurs 10 Oct 2019  19:00 - 21:30  Winchester Professional Centre

Non-subscribers: £82 (per person)

“Good to understand what the governors’ role is.

Behaviour Management – The Governors’ Role”
**GS527 Relationships, Sex and Health Education in the Primary Curriculum**

**Who will benefit?** Governors from all settings providing primary education.

**What will you learn?** These events look at an area of the school curriculum so governors may be well informed about current issues. Inspectors or other tutors will present curriculum topics relevant to the responsibilities of governors. The topic this year will be “Relationships, Sex and Health Education” following the announcement that all primary schools must provide relationships, sex and health education from September 2020.

This course will give governors an opportunity to explore and evaluate their existing provision regarding relationships, sex and health education to ensure that all statutory requirements are being met and provide a focus for the future development of this very important aspect of education. The course will look at developing and revising existing school policies and explore the pedagogy behind establishing outstanding practice in relationships, sex and health education.

**Attendance options** One evening session.

| GS527A | Tues 21 May 2019 | 19:00 - 21:30 | Alton Maltings Centre |
| GS527B | Thurs 05 Dec 2019 | 19:00 - 21:30 | Fareham Innovation Centre |
| GS527C | Wed 25 Mar 2020 | 19:00 - 21:30 | Winchester Professional Centre |

Non-subscribers: £82 (per person)

**GS528 Pupil Voice (Primary)**

**Who will benefit?** Governors from all settings providing primary education.

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

**Attendance options** One evening session.

| GS528A | Tues 22 Oct 2019 | 19:00 - 21:30 | Winchester Professional Centre |

Non-subscribers: £82 (per person)
**GS529 | Pupil Voice (Secondary)**

**SEC | SPE | ACA | EDU**

**Who will benefit?** Governors from all settings providing primary education.

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

**Attendance options** One evening session.

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<table>
<thead>
<tr>
<th>GS529A</th>
<th>Mon 09 Mar 2020</th>
<th>19:00 - 21:30</th>
<th>Winchester Professional Centre</th>
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<td>Non-subscribers: £82 (per person)</td>
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**GS530 | Early Years Foundation Stage**

**INF | PRI | SPE | ACA | EDU**

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

**What will you learn?** The Early Years Foundation Stage became statutory in September 2012 for all children aged 5 years and under. This session will look at the statutory requirements related to young children’s learning and development and how governors can monitor and evaluate its implementation. It will include a focus on the key characteristics of effective teaching and learning, revised areas of learning and development and the assessment process in line with the latest statutory framework for the early years foundation stage.

**Attendance options** One evening session.

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<table>
<thead>
<tr>
<th>GS530A</th>
<th>Wed 12 Feb 2020</th>
<th>19:00 - 21:30</th>
<th>Winchester Professional Centre</th>
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<td>Non-subscribers: £82 (per person)</td>
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**Excellent quality of presentation. Really good insight into EYFS and what governors should expect of their own schools.**

*Early Years Foundation Stage*
**GS531 | Monitoring and Evaluating Safeguarding Culture**

Who will benefit?  
All governors.

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

Attendance options  
One evening session.

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<th>Course Code</th>
<th>Date/Time</th>
<th>Venue</th>
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<tr>
<td>GS531A</td>
<td>Wed 22 May 2019</td>
<td>19:00 - 21:30</td>
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<tr>
<td>GS531B</td>
<td>Tues 04 Feb 2020</td>
<td>19:00 - 21:30</td>
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Non-subscribers: £82 (per person)

**GS532 | Tackling Bullying in Schools - The Governors’ Role**

Who will benefit?  
All governors.

What will you learn?  
This session will ensure that governors are familiar with definition, terminology and best practice recommended by national and local guidance. Through observing a DVD on cyber bullying this session will explore some of the issues, consider dealing with incidents, recording and reporting requirements, as well as monitoring and evaluating school practice. The course will also consider preventative strategies and restorative practice aimed at building a commitment to equality. Governors will have the opportunity to consider their role and statutory responsibilities, and how they will put these into practice in their schools.

Attendance options  
One evening session.

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<tr>
<th>Course Code</th>
<th>Date/Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>GS532A</td>
<td>Tues 30 Apr 2019</td>
<td>19:00 - 21:30</td>
</tr>
<tr>
<td>GS532B</td>
<td>Thurs 26 Sep 2019</td>
<td>19:00 - 21:30</td>
</tr>
<tr>
<td>GS532C</td>
<td>Wed 18 Mar 2020</td>
<td>19:00 - 21:30</td>
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Non-subscribers: £82 (per person)

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Useful discussion with other governors on strategies and approaches used in their schools.

*Tackling Bullying in Schools - The Governors’ Role*
## Personnel

### GS533    Performance Management Training

**Who will benefit?**
All newly appointed, or likely to be involved, members of the headteacher’s performance review panel.

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

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

**Pre-course reading**

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

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<thead>
<tr>
<th>Course Code</th>
<th>Date &amp; Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>GS533A</td>
<td>Mon 23 &amp; 30 Sep 2019 19:00 - 21:30</td>
<td>Winchester Professional Centre</td>
</tr>
<tr>
<td>GS533B</td>
<td>Wed 25 Sep 2019 09:30 - 15:30</td>
<td>Peta Training &amp; Conference Centre, Cosham</td>
</tr>
<tr>
<td>GS533C</td>
<td>Tues 01 &amp; 08 Oct 2019 19:00 - 21:30</td>
<td>Lyndhurst Community Centre</td>
</tr>
<tr>
<td>GS533D</td>
<td>Mon 07 Oct 2019 09:30 - 15:30</td>
<td>Ark Conference Centre, Basingstoke</td>
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</table>

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

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### GS534    Safer Recruitment Workshop

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

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

**Pre-course reading**

**Attendance options**
One day session (lunch is provided).

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<th>Course Code</th>
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<tbody>
<tr>
<td>GS534A</td>
<td>Fri 03 May 2019 09:30 - 15:30</td>
<td>Peta Training &amp; Conference Centre, Cosham</td>
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<tr>
<td>GS534B</td>
<td>Tues 12 Nov 2019 09:30 - 15:30</td>
<td>The Holiday Inn, Farnborough</td>
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<tr>
<td>GS534C</td>
<td>Fri 24 Jan 2020 09:30 - 15:30</td>
<td>Winchester Professional Centre</td>
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Non-subscribers: £195 (per person)
**GS535 The Governors’ Role in Employment Matters**

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

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

Please note: The course Understanding Personnel Matters (GS509) will give you a good understanding of establishing the employment relationship.

Attendance options  
One evening session.

### Attendance dates

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td>GS535A</td>
<td>Wed 05 Jun 2019</td>
<td>19:00 - 21:30</td>
<td>Peta Training &amp; Conference Centre, Cosham</td>
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<tr>
<td>GS535B</td>
<td>Mon 02 Mar 2020</td>
<td>19:00 - 21:30</td>
<td>Winchester Professional Centre</td>
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Non-subscribers: £82 (per person)

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**GS536 Personnel in Academies: Exercising the Freedoms**

Who will benefit?  
Governors from all academies.

What will you learn?  
This course is co-delivered by Education Personnel Services and Governor Services. The course will help you to understand your responsibilities for staffing matters as a governor in the context of your own academy governance structure. There are a number of freedoms available to academies in relation to staffing in schools; this course will explore what those freedoms are and how you can exercise them, as well as the constraints that may apply. Governors from academy settings will also find it beneficial to attend Understanding Personnel Matters (GS509) and The Governors’ Role in Employment Matters (GS535).

Attendance options  
One evening session.

### Attendance dates

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
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</thead>
<tbody>
<tr>
<td>GS536A</td>
<td>Thurs 11 Jul 2019</td>
<td>19:00 - 21:30</td>
<td>Winchester Professional Centre</td>
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Non-subscribers: £82 (per person)

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“Addressing topical issues and practical up-to-date examples were very useful.

*The Governors’ Role in Employment Matters*”
Finance

GS537  Strategic Finance in Schools

Who will benefit?  Governors and headteachers who are members of the finance/resource committee and have attended Understanding Finance in Schools (GS507).

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

Post-course info

Attendance options  One morning or evening session.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>GS537A</td>
<td>Thurs 13 Jun 2019</td>
<td>09:30 - 12:00</td>
</tr>
<tr>
<td>GS537B</td>
<td>Tues 09 Jul 2019</td>
<td>19:00 - 21:30</td>
</tr>
<tr>
<td>GS537C</td>
<td>Tues 26 Nov 2019</td>
<td>19:00 - 21:30</td>
</tr>
<tr>
<td>GS537D</td>
<td>Wed 25 Mar 2020</td>
<td>19:00 - 21:30</td>
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</table>

Non-subscribers: £82 (per person)

GS538  Academy Finance Workshop

Who will benefit?  Governors from all academies.

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

Attendance options  One evening session.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
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<tbody>
<tr>
<td>GS538A</td>
<td>Mon 24 Feb 2020</td>
<td>19:00 - 21:30</td>
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</tbody>
</table>

Non-subscribers: £82 (per person)

Academies financial handbook updates were useful – also the information on updates from EFSA.  

Academy Finance Workshop
Buildings and Sites

GS539  School Buildings

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

Attendance options  One evening session.

| GS539A | Wed 23 Oct 2019 19:00 - 21:30 | Peta Training & Conference Centre, Cosham |
| GS539B | Thurs 06 Feb 2020 19:00 - 21:30 | Winchester Professional Centre |

Non-subscribers: £82 (per person)

GS540  Understanding Health and Safety in Schools

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

Attendance options  One evening session.

| GS540A | Thurs 20 Jun 2019 19:00 - 21:30 | Winton Community Academy, Andover |
| GS540B | Wed 18 Sep 2019 19:00 - 21:30 | Fareham Innovation Centre |
| GS540C | Thurs 27 Feb 2020 19:00 - 21:30 | Everest Community Centre, Basingstoke |

Non-subscribers: £82 (per person)

“Useful ‘job description’ of the H&S governor and explanation of Plan, Do, Check, Act process.  
Understanding Health and Safety in Schools”
Conferences

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

### GS541 Annual Conference

**Who will benefit?** Governors and headteachers from all schools.

**What will you learn?** The event provides an opportunity to attend an inspirational day where the focus is current issues in governance with input from national and county speakers. This year’s keynote speakers are Dr Sonia Blandford (CEO, Achievement for All), Daniel Muijs (Head of Research, Ofsted), Brian Pope (Assistant Director, Education & Inclusion, Hampshire County Council) and more to be confirmed.

**Attendance options** One day session.

<table>
<thead>
<tr>
<th>GS541A</th>
<th>Fri 21 Jun 2019</th>
<th>09:30 - 15:30</th>
<th>Hilton at the Ageas Bowl, Southampton</th>
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<tbody>
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<td></td>
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<td>Non-subscribers: £205 (per person)</td>
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### Special Schools’ Conference

The Special Schools’ Conference will be taking place in autumn 2019. Dates and details for this conference will be published by flyer closer to the time. The Special Schools’ Conference is a thought provoking and inspirational day, and an opportunity to hear from national and county speakers.

### Clerks’ Conference

Dates and details for this conference will be published by flyer closer to the time. The Clerks’ Conference is an opportunity for clerks from all schools and academies to hear from national and county speakers on topical and current matters relating to clerking.

### Secondary Governors’ Conference

The Secondary Governors’ Conference will be taking place in spring 2020. Dates and details for this conference will be published by flyer closer to the time. The Secondary Governors’ Conference is an opportunity for governors from secondary schools and academies to hear from national and county speakers on topical and current matters relating to secondary governance.

*Good range of speakers – interesting and informative. An excellent, thought provoking day.*

_Governors’ Conference 2018_

*Good to hear new ideas and meet other governors. Came with a colleague and enjoyed the opportunity to reflect together.*

_Governors’ Conference 2018_
The following e-learning modules produced by the Service are available free for all governors and clerks from subscribing schools through the Governors’ Intranet on our website. These include:

**Welcome Programmes**

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

- Welcome to Hampshire Governor Services
- Welcome for Governors
- Welcome Programme for Clerks
- Welcome Programme for Headteachers
- Welcome Programme for DTGs

**Roles and Responsibilities**

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

- Parents as Governors - Getting it Right
- Staff as Governors - Getting it Right
- Clerking in an Academy
- Forming or Joining a Multi-Academy Trust
- Ensuring Effective Governor Visits

**Supporting Committee Roles or Designated Governor Responsibilities**

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

- Safeguarding – The Governors’ Role - this provides helpful pre-reading for Protecting Children (GS505)
- Understanding SEND - this provides helpful pre-reading for Understanding the Governors’ Role in Monitoring and Evaluating SEND (GS510 and GS511)
- Promoting the Educational Achievement of Children in Care
- Introduction to School Finance for Maintained School Governors - this provides helpful pre-reading for Understanding Finance in Schools (GS507)

**Support for Handling Emergency or Difficult Situations**

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

- Dealing with Pay Appeals
- Dealing with Child Protection Allegations
- Governor Hearings on Staffing Matters
- Governors’ Discipline Committees
- Complaints Handling
- Reconstitution Guidance
Enabling Relationships

Enabling Relationships is a programme that focuses on relationships and communication as key factors in governing body effectiveness.

The programme enables governors to build effective working relationships that mirror their school’s values, bring out the best in each governor, and encourage fearless conversations when they are needed.

- Do you know what’s going on behind difficult behaviour and know what to do about it?
- Can you lead effective relationships, promote staff well-being and school performance?
- Do you ensure governors have the right impact on people in key relationships?

Enabling Relationships offers

- A unique series of online videos that governors can watch at a time to suit them;
- A development workbook and facilitated webinars for group discussions as a flexible way to develop your governing board as school leaders.

The starting point is you – the impact you have on others and the impact others have on you. Next you map out your governing board members and gain insights into leading effective relationships. Combine this with the tools to translate behaviour between people, and the techniques to facilitate effective group-working and your governing body will be on its way to excellence.

You will need to commit to watching three 25 minute videos and some workbook activities, followed by three 1 hour long webinars. There will be an opportunity for practice with the webinar software if needed. The programme is completed within a term.

The cost to subscribing schools is £125 per person. The cost to non-subscribing schools is £150 per person.

For more information on dates and availability please contact us at governors@hants.gov.uk or call 02380 814820.
Whole Governing Body Training

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GS600</td>
<td>Committee Effectiveness</td>
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<td>GS601</td>
<td>Communicating with the Community</td>
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<td>GS602</td>
<td>Complaints</td>
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<td>GS603</td>
<td>Developing Outstanding Governance</td>
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<tr>
<td>GS604</td>
<td>Effective Governance</td>
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<tr>
<td>GS605</td>
<td>Ensuring Robust Pay and Performance Decisions - Updated</td>
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<td>GS606</td>
<td>Equalities</td>
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<td>GS607</td>
<td>Evaluating School Policies</td>
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<td>GS608</td>
<td>Evaluating and Developing Your School’s Christian Character</td>
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<td>GS609</td>
<td>Evaluating Spiritual, Moral, Social and Cultural (SMSC) Development</td>
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<td>GS610</td>
<td>Finance</td>
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<td>GS611</td>
<td>Governing Body Self-Evaluation</td>
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<td>GS612</td>
<td>Governors and Ofsted</td>
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<td>GS613</td>
<td>The Governors’ Role in School Improvement</td>
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<td>GS614</td>
<td>Governors’ Visits to the School</td>
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<td>GS615</td>
<td>Governors’ Recruitment and Succession Planning</td>
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<tr>
<td>GS616</td>
<td>Headship Selection (two session event £820 for non-subscribers)</td>
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<tr>
<td>GS617</td>
<td>Holding School Leaders to Account</td>
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<td>GS618</td>
<td>Improving Attainment in Vulnerable Groups</td>
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<tr>
<td>GS619</td>
<td>Improving Governance to Good</td>
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<tr>
<td>GS620</td>
<td>Monitoring Behaviour and Attendance</td>
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<td>GS621</td>
<td>Monitoring and Evaluation</td>
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<td>GS622</td>
<td>Moving the School to Good</td>
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<td>GS623</td>
<td>Moving the School from Good to Outstanding</td>
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<td>GS624</td>
<td>Personnel</td>
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<td>GS625</td>
<td>Protecting Children</td>
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<td>GS626</td>
<td>Pupil Premium</td>
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<td>GS627</td>
<td>Pupil Wellbeing and Attainment</td>
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<tr>
<td>GS628</td>
<td>Revisiting Your School’s Christian Values</td>
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<tr>
<td>GS629</td>
<td>Roles, Responsibilities and Relationships</td>
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<td>GS630</td>
<td>School Self-Evaluation</td>
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<td>Using Your School’s Data to Improve Pupil Outcomes</td>
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<td>GS635</td>
<td>Working as a Team (Co-acting Styles)</td>
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<td>GS636</td>
<td>Working with Parents</td>
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Whole Governing Body Training
Course Descriptions

**GS600 Committee Effectiveness**
This session will cover how governing bodies currently structure their committees. There will be an opportunity to look at links between the work they undertake and the three core functions of the governing body ensuring evidence of these is recorded in committee minutes. This will also cover how the work of committees can be effectively programmed and discharged.

**GS601 Communicating with the Community**
This session will identify how to promote your school in the local community and ensure that the community can give feedback to the school. This may include the identification of issues affecting your particular school. There is also an opportunity to explore different ways of communicating effectively with parents and the community, for example through the information the school is now required to publish online, as well as newsletters, parents’ meetings and surveys.

**GS602 Complaints**
This is an opportunity for the governing body to decide how they handle both ‘informal’ and ‘formal’ complaints. This could include examining current working practices and ‘model’ procedures.

**GS603 Developing Outstanding Governance**
This session will look at how the governing body can contribute to an outstanding Leadership and Management judgement for the school. The course will examine the principles and practice that contribute to outstanding governance, and how the governing body can strengthen school leadership and contribute to improved outcomes for pupils.

**GS604 Effective Governance**
This session will cover how effective governance might be measured and demonstrated to Ofsted. Governors will identify an effective evidence trail and any future action required by their governing body to secure this.

**GS605 Ensuring Robust Pay and Performance Decisions**
This session will cover the governing body’s responsibilities for performance management and pay. This is an opportunity for governors to find out what they need to do and why; understand how the governing body might fulfil its obligations and what it is legitimate to expect in terms of information; and to identify the next steps the governing body will take to ensure their own process is robust.

**GS606 Equalities**
This course will update governors on the range of equalities responsibilities they have under current legislation. It will ensure they know what “protected characteristics” are and understand the different types of unlawful activity their school needs to avoid. It will explain how schools are expected to demonstrate to Ofsted and others that they advance equality of opportunity and foster good relations. Governors should then be able to review their policies, procedures and practice and agree what steps they need to take in order to comply with the law.
**GS607 | Evaluating School Policies**

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

**GS608 | Evaluating and Developing Your School’s Christian Character**

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

**GS609 | Evaluating Spiritual, Moral, Social and Cultural (SMSC) Development**

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

**GS610 | Finance**

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

**GS611 | Governing Body Self-Evaluation**

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

**GS612 | Governors and Ofsted**

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

**GS613 | The Governors’ Role in School Improvement**

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

**GS614 | Governors’ Visits to the School**

This is an opportunity for the governing body to discuss their approach to visiting the school. The session could include discussion on the difference between governors’ visits and those of inspectors. It will also look at how visits should be planned, what governors should be looking for, and reporting back to the governing body.
This course will provide your governing body with an opportunity to explore best practice in recruiting governors. The course will cover how to use a skills audit effectively to determine the skills and experience required of new members joining your governing body, where you might consider advertising for governors and what questions you might ask prospective governors as part of the interview/discussion to inform decisions about their appointment. The workshop also provides an opportunity to consider succession planning for your governing body.

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

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

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

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

Is your governing body judged as ‘requires improvement’ by either your Leadership and Learning Partner or Ofsted? If this is the case how can your governing body move to ‘good’? You will learn to identify the features that characterise a ‘good’ governing body, and explore strategies that you can use to improve your capacity to offer effective support and challenge, and hold the school to account. This course will help you to identify your school’s strengths and weaknesses, and establish a list of priorities in the areas that the governing body needs to improve.

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

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

Very tailored to our needs. Very clear with good examples. Exactly what we needed.

*Feedback about Whole Governing Body Training Sessions*
GS622 Moving The School to Good

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

GS623 Moving The School from Good to Outstanding

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

GS624 Personnel

This is an opportunity for governors to receive advice and guidance from an officer from Education Personnel Services concerning particular whole-school staffing issues, focusing on the needs of their own governing body. This is not an occasion for discussion of staffing issues relating to particular members of staff, nor is it a substitute for the centre-based courses Understanding Personnel Matters (GS509) and The Governors’ Role in Employment Matters (GS535).

GS625 Protecting Children

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

GS626 Pupil Premium

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

GS627 Pupil Wellbeing and Attainment

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

GS628 Revisiting Your School’s Christian Values

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

“

The content was very school specific so maximised usefulness of the session.

Feedback about Whole Governing Body Training Sessions

”
GS629  Roles, Responsibilities and Relationships
This is an opportunity to explore the partnership between the governing body and the school staff, particularly the headteacher. It includes issues such as headteacher reporting, governing body monitoring, governor visits, working strategically and ensuring accountability. It is particularly useful when a new headteacher or governors have been appointed.

GS630  School Self-Evaluation
A highly interactive session which examines the processes involved and how governors can contribute to school self-evaluation and monitor its impact on school improvement.

GS631  Setting the Strategic Direction
Governing bodies are the key strategic decision-making body of every school. This session will focus on the governing body’s role in setting the strategic framework and ensuring statutory duties are met. This will be an opportunity to explore how governing bodies can work with school leaders to communicate the vision, ethos and strategic direction for the school.

GS632  Special Educational Needs and Disabilities
Governors will receive a general introduction to the range of responsibilities of governing bodies for children with special educational needs, and how provision is made in schools. The session could include time to plan how the governing body will fulfil its responsibilities in relation to SEN.

GS633  Supporting the Most Able Pupils
This course will cover the governors’ role in ensuring the needs of the most able pupils are met, and that they are being sufficiently challenged to achieve their full potential.

GS634  Using Your School’s Data to Improve Pupil Outcomes
School’s performance data is one of the most useful tools for governors in understanding strengths and weaknesses of pupil performance in your school. This course will enable you to frame questions to identify the measures your school is taking to address areas of weakness and to understand the impact of those measures. It will help you make decisions about where to target resources to improve outcomes for all children in your school.

GS635  Working as a Team (co-acting styles)
The co-acting styles programme enables governors to improve their effectiveness as a team. The framework raises awareness of our impact on others and the impact others have on us. During the session governors will identify their own individual style and how that style fits within the team. The session will enable the governing body to understand the profile of their team overall, and how the team as a whole can improve its effectiveness and have a greater impact on leadership.

GS636  Working with Parents
How the governing body, as part of its strategic planning and accountability roles, can effectively communicate with parents and involve them in the life of the school.
COURSE BOOKING
ARRANGEMENTS, EVENT
EVALUATION AND FEEDBACK
Booking Courses

Places on training courses should be booked using our online booking system which can be accessed via our website.

You can also book places by email or telephone via Governor Services. A course confirmation email is sent to delegates three weeks before the event date and they should contact us if they have received nothing from us within a week of the course. On receipt of the course confirmation email, if you are unable to attend, please let us know as we often have waiting lists.

Development and Training Governors (DTGs) can access the training records for their board via our website and governors who have booked courses online can also see a record of these sessions on the system. These records can be used to review the governing body’s development needs, and for those boards which have taken the pay-as-you-go option, it provides a way of monitoring their expenditure on training. DTGs who have not used this system can gain access to it by contacting Governor Services who will provide them with a username and password.

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

Charges for Courses

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

Governors with Special Needs

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

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

General feedback comments from governors on training courses

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

General feedback comments from governors on training courses
Evaluation and Feedback

Evaluation of Courses and Events

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

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

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

Suggestions, Complaints and Compliments

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

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

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

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

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

General feedback comments from governors on training courses

”
Hampshire Governor Services’ Support, Advice and Training Provision

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

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

2. **Pay-As-You-Go**
   Access to the Hampshire governor training programme on a course by course basis with an invoice to your school two weeks before the course runs. No refunds will be available after this date although you may send an alternative delegate from your governing body.
Cancellation Policy

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

2. **Minimum number**
   The minimum number for course viability is usually 16 but this may be reduced where:
   - The next course on this subject is not for a long time;
   - Delegates are unlikely to benefit from the course after a significant delay;
   - The effectiveness of the training event can be maintained when numbers are low;
   - There is no available material to meet the need in another way;
   - The course is not suitable for delivery as a whole governing body session;
   - Course costs are minimal;
   - There are no suitable alternatives within a reasonable travelling distance.

3. **Administration of cancellations**
   All delegates booked on the course will be informed by email or by telephone.

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Venue Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alton</td>
<td>Alton Maltings Centre</td>
<td>Maltings Close, Alton GU34 1DT</td>
<td>01420 81950</td>
</tr>
<tr>
<td>Andover</td>
<td>Test Valley Borough Council</td>
<td>Beech Hurst, Weyhill Road, Andover SP10 3AJ</td>
<td>01264 368000</td>
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<td>Winton Community Academy</td>
<td>London Road, Andover SP10 2PS</td>
<td>01264 351822</td>
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<tr>
<td>Basingstoke</td>
<td>Ark Conference Centre</td>
<td>Dinwoodie Drive, Basingstoke RG24 9NN</td>
<td>01256 360400</td>
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<td>Everest Community Academy</td>
<td>Oxford Way, Basingstoke RG24 9UP</td>
<td>01256 465547</td>
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<tr>
<td>Cosham</td>
<td>Peta Training &amp; Conference Centre</td>
<td>One Access Point, Northharbour Road, Cosham PO6 3TE</td>
<td>023 9253 8700</td>
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<td>Farnborough</td>
<td>The Holiday Inn</td>
<td>Lynchford Road, Farnborough GU14 6AZ</td>
<td>0871 942 9029</td>
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<tr>
<td>Gosport</td>
<td>Fareham Innovation Centre</td>
<td>Merlin House, 4 Meteor Way, Lee-on-the-Solent, Fareham PO13 9FU</td>
<td>023 9387 0380</td>
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<tr>
<td>New Forest</td>
<td>Brockenhurst Village Hall</td>
<td>Highwood Road, Brockenhurst SO42 7RY</td>
<td>01590 622580</td>
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<td></td>
<td>Lyndhurst Community Centre</td>
<td>Main Car Park, off High Street, Lyndhurst SO43 7NY</td>
<td>023 8028 2267</td>
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<tr>
<td>Southampton</td>
<td>Hilton at the Ageas Bowl</td>
<td>Botley Road, West End, Southampton SO30 3XH</td>
<td>023 8202 0900</td>
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<td>Winchester</td>
<td>Norton Park</td>
<td>Sutton Scotney SO21 3NB</td>
<td>01962 763000</td>
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<td>Winchester Professional Centre</td>
<td>Falcon House, Monarch Way, Winchester SO22 SPL</td>
<td>01962 874800</td>
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</tbody>
</table>

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

For training bookings please use our booking system via our website:
www.hants.gov.uk/governors

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

Governor Services
Clarendon House
Monarch Way
Winchester
SO22 5PL

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