

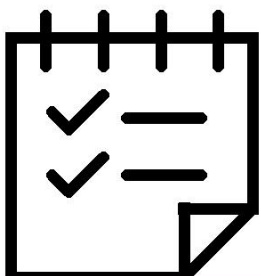
**SCHOOL & GOVERNOR SUPPORT**

# Governor Training



**Training Offer**

Sept 2022 - July 2023



A great city to grow up in

 **Birmingham**  
City Council

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## School & Governor Support – Governor Training Offer 2022-23

### Summary Table – Modules/Events and Dates

1. Our training sessions/events usually last around 1.5-2 hours and start at 5.30 pm (except for some *Induction Training* – *marked in RED below* – starting at 8.15 am).
2. Our training sessions/events are usually held online using Microsoft Teams (except for our *Termly Briefings* for Chairs and Clerks during *Summer Term 2023* – *marked in BLUE below* – which will take place *in person*, venues to be confirmed).

GOVERNOR TRAINING SESSIONS	AUTUMN 2022				SPRING 2023			SUMMER 2023			
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
INDUCTION TRAINING FOR NEW GOVERNORS – Module 1		Tue 4 Mon 31		Thu 1	Tue 10	Mon 6	Tue 14		Wed 17	Tue 20	Mon 10
– Module 2		Tue 11	Mon 7	Thu 8	Tue 17	Mon 13	Tue 21		Wed 24	Tue 27	Mon 17
Providing Effective Challenge				Tue 13			Tue 7			Tue 13	
Evaluating Pupil and Recovery Premium Spend		Mon 17					Wed 8			Mon 12	
Introduction to School Finance		Tue 4			Tue 10				Tue 9		
Managing Financial Resources			Tue 8		Tue 24				Tue 16		
Being Strategic			Thu 10							Thu 8	
Safeguarding Children: Role of the Safeguarding Governor		Thu 6					Wed 22			Tue 27	
The Single Central Record – the Role of Governors...		Thu 13									
Prevent in Education: a Governor's Role							Mon 6				
Headteacher Appraisal	Wed 28									Wed 14	
Complaints Management for Governors		Thu 20				Thu 9					Tue 4
Curriculum: Intent, Implementation, Impact			Wed 2						Wed 3		
Introduction to Chairing a GB		Wed 12				Wed 15				Thu 22	
Role of the SEND Link Governor				Wed 14					Mon 8		
Supporting your GB's Training and Development				Tue 6							
Termly Briefing for Chairs of GBs			Thu 17				Wed 15			Sat 17	
Termly Briefing for Clerks & Governance Professionals	Thu 8				Thu 5			Thu 20			

## Introduction

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### Welcome to our training offer for the next academic year

Dear Governor Colleague,

School & Governor Support (S&GS) would like to share with you the latest training offer from our service. This training helps you develop the skills and knowledge needed for effective governance, whether you are in a maintained school, stand-alone academy or part of a multi-academy trust (MAT).

There are modules on a range of topics and there is something to suit all governors whether you are new to the role or looking for further development. Most of the training modules are delivered online giving easy access for governors and have been designed to be both interactive and engaging. All modules have been reviewed and updated to ensure they reflect any changes in policies and procedures from the DfE and changes in the education inspection framework. Feedback from the previous year of delivering this training has been very positive with comments from delegates such as;

*“I loved the range of people in the course in terms of an overview of all key stages”*

*“The facilitator was excellent and experienced and took the course at a good speed”*

*“Clear objectives delivered well”*

*“I loved the breakout rooms and range of resources”*

*“It was worthwhile, effective and to the point”*

Within this year’s programme you will find that the modules represent excellent value for money even when paid for on a standalone, per-delegate basis. Governors at schools who **subscribe to our training offer** can book onto any number of modules (up to 3 delegates from your GB per session) over the course of the year. The cost of the training offer has been held at last year’s price of £400 for schools and academies who also subscribe to our main service offer and £550 for non-subscribers. Please note that the termly briefing sessions are free to schools subscribing to our service offer and are not dependent on the purchase of this training offer

Thank you for the time and effort that you give on behalf of the children and young people at your schools and academies. We look forward to meeting you virtually or in person at those sessions taking place at a venue.

Best wishes,

*Móira Gilligan*

Governor Services Manager  
School & Governor Support

All training requests and enquiries: email [governortraining@birmingham.gov.uk](mailto:governortraining@birmingham.gov.uk)

To find out more about the S&GS service and training offer subscriptions and the range of services we offer, visit our pages on the BESS website [here](#).

# Our Training Offer

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Our online training modules have been developed for all members of your governing board to access high quality training at an affordable price. Modules last around 1.5-2 hours and usually start at **5.30pm**, apart from some Induction Training modules which start at **8.15am**. The core programme includes, but is not limited to, the following **modules**:

- **Induction Training** (2 modules, the first of which includes a pre-recorded webinar, for new governors).
- **Providing Effective Challenge** (all governors).
- **Introduction to School Finance** (all governors).
- **Managing Financial Resources** (chairs, finance/resource committee members of maintained schools only).
- **Role of the Safeguarding Governor** (governors with responsibility for safeguarding).
- **Headteacher Appraisal** (governors appointed to conduct the Headteacher's appraisal and those who aspire to this role).
- **Complaints Management** for Governors.
- **Curriculum: Intent, Implementation, Impact – what governors need to know** (all governors). ***NEW this year***
- **Prevent in Education: a Governor's Role** (all governors).
- **Role of the SEND Link Governor – a Webinar** (governors new to the role).
- **Workshop for SEND link governors** (for those who have viewed the webinar or those more experienced in the role). ***NEW this year***
- **Introduction to Chairing a GB** (new Chairs, but Vice Chairs, Committee Chairs and aspiring Chairs may also find this useful).
- **The Single Central Record: the Role of Governors in Ensuring Compliance** (governors with responsibility for safeguarding).
- **Governing Board Training and Development** (governors and clerks, particularly Chairs, Vice Chairs, Training & Skills Link Governors or those interested in this area).

Our core programme will be supplemented by **additional events/training** organised in response to feedback and requests from our governor community; for example, a session will be organised in 2022-23 on looking at **diversity on your GB**, and there will be a session on **how to govern in an academy**. Some events (such as Safer Recruitment training) will not fall within this training package and will be chargeable. This will be communicated through our fortnightly Spotlight on Governance newsletter.

Please note, the following events (also from 5.30pm) are **FREE** to schools that subscribe to either our TRAINING offer or our 'main' SERVICE offer:

- **Termly Briefings for Chairs of GB**
- **Termly Briefings for GB Clerks and Governance Professionals.**

## School & Governor Support – Governor Training Offer 2022-23

Our core training modules and additional events represent fantastic value to boards and their **benefits** include:

- Easy online registration.
- Most of the training is live, ensuring trainers can provide you with up to date and relevant information. (The pre-course training for Induction Module 1, SEND intro and Complaints for Clerks/GPs are pre-recorded.)
- All training is delivered by experts and training materials are provided via email.
- Trainers are accessible after sessions for any follow up queries with direct contact email provided.
- Signposting for further development is given.
- If training modules are fully booked, additional training places will be organised.
- Any additional dates and new modules will be promoted through the fortnightly Spotlight on Governance e-newsletter.
- Certificates are provided.

In addition to everything above, S&GS will also continue to provide **bespoke training** to whole GBs and groups of schools/academies on request. If interested, please email [governortraining@birmingham.gov.uk](mailto:governortraining@birmingham.gov.uk).

## Training Modules Description

### Induction Training for New School Governors

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The [Model Code of Conduct](#) that BCC recommends to Governing Boards (GBs) includes a number of standards of conduct, behaviour and practice, including the commitment to training. It asks that all governors attend induction training as soon as is reasonably practicable following appointment as new governors.

**Aimed at:** New governors.

Induction training is essential to ensure that all governors understand their statutory duties and responsibilities, and the principles of good governance.

By the end of the training, delegates will understand:

- The educational context – how schools work and the role of Ofsted.
- The purpose of a GB, its core functions and how it operates.
- The strategic role that Governors fulfil.
- What being an effective governor means in practice.
- What you need to know about the school/academy that you govern and how to find this out; and
- How to access further support and training.

This training is delivered in two sessions:

- Module 1 – Pre-course recorded webinar (self-study)
  - live webinar
- Module 2 – live webinar

**When making a booking, please book dates for BOTH Module 1 and Module 2. Non-attendance on Module 1 will mean that delegates are removed from Module 2 and will have to rebook. Delegates are required to complete both modules in order to receive their certificate of completion.**

**Cost: FREE** for schools subscribing to our training offer, **£120** for schools subscribing to our service offer, **£150** for schools NOT subscribing to either offer.

### Providing Effective Challenge

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**Aimed at:** All governors.

This training highlights the skills, behaviours and knowledge required of governors so they can hold school leaders to account in an effective and appropriate way.

By the end of the session, you will be able to:

- Recognise the importance of challenge and support linked to the core functions of school governance.
- Understand the knowledge, skills and behaviours that are required to challenge effectively.
- Be aware of and make best of use of the various sources of information that are available.
- Utilise strategies to ask the right questions.
- Know where to find example questions.
- Make the best use of governor visits to school.

**Cost:** **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

### Evaluating Pupil and Recovery Premium Spend

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**Aimed at:** All governors, particularly those who evaluate Pupil and Recovery Premium spend.

The aim of the Pupil Premium is to improve social mobility and reduce the attainment gap between the highest and lowest achieving pupils nationally. This year schools will again receive Recovery Premium which must be reported on alongside Pupil Premium. However, using these additional resources to achieve improvement goals is not straightforward. This module provides advice and guidance on ensuring that proposals put forward for Pupil and Recovery Premium spending will lead to the biggest possible increases in pupils' learning.

By the end of the session, you will be able to:

- Understand how the Pupil Premium and Recovery Premium is allocated.
- Use data and research to inform decision making.
- Evaluate impact, and
- Demonstrate impact to stakeholders.

**Cost:** **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.



## Introduction to School Finance

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**Aimed at:** All governors.

This training module explains the general principles of governance and accountability in relation to strategic financial management in BCC maintained and academy schools.

By the end of the session, you will:

- Be aware of sources of schools' funding.
- Understand overall funding arrangements – maintained schools and academies.
- Know the principles of budgetary planning – maintained schools and academies.
- Understand governors' roles and responsibilities in the budget planning process; and
- Have an understanding of managing overspending and deficit budgets.

**Cost: FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

## Managing Financial Resources

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**Aimed at:** Chairs, Finance/Resource Committee members of **maintained schools ONLY**.

This training module provides a more in-depth look at school finances. It clarifies the role and responsibilities of the finance committee in respect of strategic financial management.

By the end of the session, you will:

- Understand strategic financial management in schools.
- Know the budgetary and financial planning responsibilities for schools and GBs, specifically the role of the Finance Committee.
- Have an awareness of how to ensure financial efficiency.
- Understand Pupil Premium tracking and accounting; and
- Know about the regulatory framework for financial accountability.

**Cost: FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

### Being Strategic

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**Aimed at:** All governors.

Ensuring clarity of vision, ethos and strategic direction is one of the three core functions of the GB, yet this area is often overlooked when it comes to governor training. This training module will help governors and trustees take a broader and longer-term perspective for their school, set a clear strategy and monitor within an annual cycle.

By the end of the session, you will:

- Understand the principles of ethical governance.
- Understand the principles of being strategic.
- Be aware of the tools and techniques for strategic planning.
- Know how to develop a vision – where to start and who should be involved.
- Be able to identify strategic priorities.
- Know how to measure success and progress.
- Understand the need to adapt to change.

**Cost:** **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

### Safeguarding Children: Role of the Safeguarding Governor

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**Aimed at:** Governors with responsibility for safeguarding.

All lead governors for safeguarding should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years, as it is for the designated safeguarding lead in school. This training module clarifies the key aspects of the statutory guidance “Keeping Children Safe in Education 2022” and associates these with undertaking your role as link governor. Delegates will undertake an in-depth look at the role and how it keeps children safe.

By the end of the session, you will:

- Be able to identify statutory policies and legislation underpinning safeguarding requirements in schools.
- Know about key updates effecting safeguarding requirements in schools.
- Know what questions to ask in relation to safeguarding in your school.
- Determine if safeguarding practice at your school has impact.
- Know how to determine if there is scope for improvement in practice.
- Understand the skills and knowledge needed to make sure that procedures are consistent; and
- Know how to ensure that your school is fully compliant.

**Note:** Delegates attending must have completed basic (level 1) safeguarding training and have read, as a minimum, parts 1 and 2 of Keeping Children Safe in Education 2022.

**Cost:** **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

### The Single Central Record: the Role of Governors in Ensuring Compliance

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**Aimed at:** Governors with responsibility for safeguarding.

This training focuses on equipping governors with the relevant knowledge and understanding so they can effectively monitor compliance around safer recruitment and the Single Central Record.

By the end of the session, you will:

- Understand the strategic task of monitoring, to ensure that school leaders are keeping up with their statutory duties around safer recruitment and the Single Central Record.
- Have knowledge of the mandatory checks required for completion of the Single Central Record in accordance with the regulations.
- Develop questioning skills to ensure compliance, probe to identify any areas of potential weakness and identify what you as a governing board can do to make sure your school becomes compliant as soon as possible.

**Cost: FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

### Prevent in Education: a Governor's Role

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**Aimed at:** All governors.

This presentation focuses on equipping governors with an understanding of their role in relation to the Prevent duty.

The Education Lead on Prevent for Birmingham City Council, Ayisha Ali, will lead this session on Prevent including an overview, the legislation, the Prevent Duty, and what schools need to do to comply. Ayisha will also take you through what the current concerns are, the new emerging ideologies and the impact of global events and how these have relevance for schools.

The session will include looking your role as governors, what your responsibilities are, what you should be looking at (including curriculum) and how you know if your school's safeguarding procedures are effective.

**Cost: FREE** for schools subscribing to our training offer, **£25** for schools subscribing to our service offer and for those not subscribing to either offer.

### Headteacher Appraisal

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**Aimed at:** Governors appointed to conduct the Headteacher’s appraisal and those who aspire to this role.

The performance management and development of the Headteacher, including effective appraisal, is an important part of the GB’s drive for school improvement.

By the end of the session, you will:

- Understand the statutory position and the GB’s role in Headteacher’s performance.
- Confidently appoint an external adviser.
- Apply the principles of appraisal, professional standards and the setting of meaningful objectives for the Headteacher.
- Review progress; and
- Contribute to the full appraisal process including reporting to the board and making recommendations on pay.

**Cost: FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

### Complaints Management for Governors

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**Aimed at:** All governors.

All schools are legally required to have a procedure in place that allows complaints to be dealt with fairly, openly and promptly. This training module will highlight the good practice that helps prevent complaints from escalating, as well as the most challenging aspects of complaints management.

By the end of the session, you will:

- Understand statutory requirements and relevant guidance.
- Know how to manage concerns before they become complaints.
- Be able to apply the process of dealing with complaints.
- Understand the role of Governors in investigating or commissioning an investigation into a complaint.
- Understand the role of the GB in a complaints panel.
- Understand complaints panel proceedings.
- Know how to manage serial and consistent complaints.

**Cost: FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

### Curriculum: Intent, Implementation, Impact – What Governors Need to Know

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**Aimed at:** All governors, especially those leading or with a focus on the curriculum.

Leaders, managers and those responsible for governance have a duty to ensure that the education provided by the school has a positive impact on all its pupils. There is also an expectation that school leaders adopt or construct a curriculum that is ambitious and designed to give all learners, particularly those at a disadvantage, the knowledge and cultural capital they need to succeed in life.

By the end of the session, you will:

- Understand and be able to talk about your school's curriculum **design** and **intent**.
- Have considered and be able to explain how your school's curriculum is **implemented**.
- Know and explain what the **impact** of the **implementation** of the curriculum **intent** is, especially on pupils' knowledge and understanding.
- Be able to identify and recognise positive examples of impact when visiting your schools or talking with school leaders.
- Know what questions to ask subject and senior leaders.
- Understand and recognise examples of Cultural Capital in your school's context; and
- Use what you have learned about your school's curriculum to contribute to the school's self-evaluation.

**Cost: FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

### Introduction to Chairing a Governing Board

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**Aimed at:** Essential training for new Chairs of Governors, Vice Chairs, Committee Chairs and aspiring Chairs may also find this useful.

Chairing a GB is a privilege and a responsibility. It can also be complex and often demanding. This training module provides an overview of the work and main responsibilities of the Chair of Governors and how to ensure the effective functioning of the GB.

By the end of the session, you will:

- Understand the role of the Chair of Governors.
- Understand the guiding principles of leading the board's business with a focus on school improvement.
- Be able to describe the key elements of building an effective governing board.
- Feel more confident to manage board meetings effectively and build working relationships with Board members, particularly the Headteacher, Clerk and Vice Chair.
- Reflect on methods of time management to keep the role manageable.
- Know how to access additional support and development in the role.

**Cost: FREE** for schools subscribing to our training or service offer, **£60** for schools NOT subscribing to either offer.

### Role of the SEND Link Governor

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This training is available in 2 separate sessions: the first being a pre-recorded webinar suitable for those new to the role; the second an interactive workshop for those more experienced in the role or those who would like to build on the knowledge gained in the webinar. For those new to the role, we recommend attending both.

#### Role of the SEND Link Governor: Webinar

**Aimed at:** New to role lead governors for Special Educational Needs & Disability (SEND).

This session covers how the needs of pupils with SEND are met in schools and the role of the board and link governor in securing effective provision for pupils with SEND. By the end of the session, you will:

- Have knowledge of the Special Educational Needs (SEN) Code of Practice.
- Understand the Birmingham Local Offer.
- Be aware of information on the identification and provision for pupils with SEND.
- Understand how this supports the vision and direction of the school.
- Be confident in raising the profile of SEND on your governing body and developing clear priorities.
- Understand the need for your GB commitment to inclusion.

This pre-recorded webinar will be sent to all governors who register on the course at any time during the academic year.

**Cost: FREE** for schools subscribing to our training offer, **£25** for schools subscribing to our service offer and for those not subscribing to either offer.

#### Role of the SEND Link Governor: an Interactive Workshop-Style Session

**Aimed at:** those new to role who have studied the pre-recorded webinar above, or those experienced in the role.

This session will include practical activities that explore themes and areas of SEND governance to help you to:

- Carry out SEND duties effectively.
- Support your school in achieving high expectations and good outcomes for learners with SEND.

**Cost: FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

### Supporting your Governing Board’s Training and Development

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**Aimed at:** All governors and clerks, particularly those with an interest in or a responsibility for ensuring every governor develops the skills they need to be effective and make an active and valuable contribution to the work of the GB.

By the end of the session, you will:

- Understand the role of the training & skills link governor.
- Be able to encourage a culture of learning in your GB.
- Be confident in using and analysing a skills audit.
- Be aware of the different learning and development options GBs can access.

**Cost:** **FREE** for schools subscribing to our [training](#) or [service](#) offer, **£30** for schools NOT subscribing to either offer.

### Termly Briefing for Chairs of Governing Boards

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**Aimed at:** Chairs, Vice-Chairs, governors and trustees, these popular briefings include contributions from senior officers in Birmingham City Council and speakers from other education services and organisations.

The briefing covers the latest news in governance and timely reminders for the GB regarding high profile or pressing issues. Facilities to network will be available at our Saturday morning June meeting which will be convened in person (venue tbc). This will give governors the opportunity to come together and share the work that they are doing in their schools that makes a real difference to children and young people.

**Cost:** **FREE** for schools subscribing to our [training](#) or [service](#) offer, **£25** for schools NOT subscribing to either offer.

### Termly Briefing for Clerks and Governance Professionals

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**Aimed at:** Clerks and Governance Professionals.

Our popular termly briefings keep clerks and governance professionals abreast of changes and developments in school governance, new legislation and amendments to current legislation. They are also a great opportunity to share good practice and network with fellow professionals. The third session in June will take place in person to facilitate greater networking opportunities (venue tbc).

**Cost:** **FREE** for schools subscribing to our [training](#) or [service](#) offer, **£25** for schools NOT subscribing to either offer.

## How to Book

In addition to this document, all our training modules will also be published on the **Birmingham Education Support Services (BESS) website** [here](#) (click on Training & Events tab, then select School and Governor Support from the Provider drop-down menu on the left-hand side of the page).

To book your place, email your school's admin team with the details of the module and the date(s) you would like to attend. Your school will then reserve your place online through BESS. You **must** supply your school with the **email address you would like used** for accessing the module and receiving any module information. You may also request your school gives you the facility to book yourself on modules by setting you up as a user. If you experience any issues relating to booking, please email [governortraining@birmingham.gov.uk](mailto:governortraining@birmingham.gov.uk).

Before requesting a place on one of our training modules, please familiarise yourself with our terms and conditions below.

## Our Terms and Conditions

Cancellations must be confirmed by email to [governortraining@birmingham.gov.uk](mailto:governortraining@birmingham.gov.uk).

S&GS reserves the right to amend or cancel should it, for whatever reason, be unable to deliver an advertised governor training module. In these circumstances, S&GS will endeavour to provide adequate notice but will also ensure that a substitute date is made available.

S&GS reserves the right to cancel a course when it is not viable due to low numbers (fewer than 8). An alternative date will always be provided.

From time to time S&GS may facilitate services on a paid-for consultancy basis using third-party providers. Such provision will be delivered in line with S&GS service guarantees and S&GS retains responsibility for the quality of the service provided.

**S&GS reserves the right to charge for modules that are booked onto, and delegates fail to attend without giving notice.** Two days' notice of cancellation is required. For induction courses a charge will always be issued after a delegate has attended Module 1.

Concerns about the quality of service provided should, in the first instance, be directed to the Head of Service, School and Governor Support, who will investigate and respond to the concerns within agreed timescales. Email [school.support@birmingham.gov.uk](mailto:school.support@birmingham.gov.uk).

For any other training requests and enquiries about this offer please email [governortraining@birmingham.gov.uk](mailto:governortraining@birmingham.gov.uk).

For more information, please visit our service pages on the [BESS](#) and [BCC](#) websites.