

**Supporting headteachers, governors and governance professionals  
to deliver excellent outcomes for children and young people**

# **School & Governor Support**

## **Governor Training Offer**

### **2024-25**



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## Training Calendar – Dates for 2024-25

All our training can be found online by [clicking here](#) and scrolling down the left-hand side of the page to select 'Provider – SCHOOL & GOVERNOR SUPPORT'. Please make bookings via your school office.

All our online training takes place online via Microsoft Teams starting at 5.30; depending on the course, sessions run for between one to two hours.

GOVERNOR TRAINING	AUTUMN Term 2024				SPRING Term 2025			SUMMER Term 2025			
SESSIONS	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Induction Training for New Governors</b>		Tue 8 & Tue 15	Mon 11 & Mon 18	Tue 3 & Tue 10		Tue 4 & Tue 11	Wed 19 & Wed 26		Tue 6 & Tue 13	Tue 24 (part 1)	Tue 1 (part 2)
<b>Complaints Management for Governors</b>			Tue 26					Tue 29			
<b>Evaluating Pupil Premium Spend**</b>			Wed 13					Wed 9			
<b>GB Role in Monitoring the Curriculum in Primary Schools**</b>				Wed 4					Wed 21		
<b>Headteacher's Performance Management**</b>		Mon 14								Wed 4	
<b>Introduction to Chairing a GB</b>		Thu 17							Thu 15		
<b>Introduction to Clerking</b>					Mon 20						
<b>Introduction to School Finance</b>			Mon 11				Mon 31				
<b>Managing Financial Resources</b>						Mon 24			Mon 12		
<b>Mental Health &amp; Wellbeing**</b>					Wed 29					Wed 18	
<b>Preparing for Ofsted**</b>				Wed 11				Wed 2			
<b>Prevent Training for Governors</b>							Mon 24				
<b>Providing Effective Challenge</b>				Tue 10				Tue 8			
<b>Role of the Governance Safeguarding Lead</b>		Thu 10			Thu 23				Tue 20		
<b>Role of the SEND Link Governor (workshop)</b>									Wed 21		
<b>Role of the SEND Link Governor (webinar)</b>			Thu 21				Mon 24				
<b>Termly Briefing for Chairs &amp; Vice-Chairs of GBs</b>			Thu 21				Thu 27			<sup>2</sup> Sat 21	
<b>Termly Briefing for Clerks &amp; Governance Professionals</b>	Tue 10				Tue 14				<sup>1</sup> Thu 8		
<b>Understand your IDSR – Primary**</b>			Wed 20								
<b>Understand your IDSR – Secondary**</b>						Mon 10					

**\*\* are available to all maintained schools at no cost, so governors can attend regardless of whether this package is purchased or not.**

<sup>1</sup> This is our summer in-person briefing to take place at a city centre location, tbc.

<sup>2</sup> This is our summer in-person briefing to take place at a city centre location, tbc.

## Introduction

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### Welcome to our training offer for this academic year

Dear Governor Colleague,

We hope you will find a whole range of courses to support you in your governance role this year within this programme. Our training is delivered mainly online through live, interactive webinars with experienced S&GS staff and external professionals. Full details of all our courses are on BESS, so just [click here](#) and scroll down the left-hand side of the page to select 'Provider – SCHOOL & GOVERNOR SUPPORT'.

#### NOTE:

- An important change this year is that those courses marked \*\* are available to all maintained schools at no cost, so governors can attend regardless of whether this package is purchased or not. Inclusion of this free training is reflected in the significant price reduction of the training package for maintained schools.
- 'Governors' is used throughout to refer to those who govern in academies and maintained schools.

### Subscribe to the S&GS Training Offer

Costs have changed significantly this year due to the local authority C&YP directorate commissioning and paying for some training courses for maintained school governors. Our annual Training Offer costs are as follows:

<b>£230</b>	Maintained schools who also subscribe to our Service Offer
<b>£325</b>	Maintained schools who do not subscribe to our Service Offer
<b>£460</b>	Academies who also subscribe to our Service Offer
<b>£640</b>	Academies who do not subscribe to our Service Offer

The option to 'Pay as you go' is also available.

Feedback continues to be overwhelmingly positive with delegates valuing the interactive nature of the courses and the facility to ask questions and have follow up support.

*"The knowledge and advice from trainers was excellent."*

*"Good trainers who engage with the delegates and answered all questions posed"*

*"Being in a small group online so there were not too many people and discussions were easy to be part of"*

*"Quality of presentations and the abundant knowledge of the subjects by the tutors"*

*"Fantastic training, both trainers were exceptionally knowledgeable"*

Schools subscribing to the Training Offer can book up to 3 governors on any training session so do, please, take advantage of all that's on offer and keep an eye out for additional courses still to come. Full details of each course are on the [BESS website](#).

Schools who do not subscribe to our Training Offer can, of course, still book governors onto our training sessions and will be invoiced for the cost of each individual session (prices are listed on the booking page).

Best wishes,

**Moira 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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All our training can be found online by [clicking here](#) and scrolling down the left-hand side of the page to select 'Provider – SCHOOL & GOVERNOR SUPPORT'. Please make bookings via your school office. All our online training takes place online via Microsoft Teams starting at 5.30; depending on the course, sessions run for between one to two hours.

The **core programme** includes, but is not limited to, the following courses – those marked \*\* are available to all maintained schools at no cost, so governors can attend regardless of whether this package is purchased or not:

- **Induction Training** (new governors) – two modules, and a pre-recorded webinar to be viewed before attending.
- **Complaints Management for Governors** (governors appointed to review the handling of complaints under the school's adopted complaints procedure).
- **Evaluating Pupil Premium Spend\*\***
- **GB Role in Monitoring the Curriculum in Primary Schools\*\*** (all governors).
- **Headteacher's Performance Management\*\*** (governors appointed to conduct the HT's appraisal and those who aspire to this role).
- **Introduction to Chairing a GB** (new Chairs, but Vice Chairs, Committee Chairs and aspiring Chairs may also find this useful).
- **Introduction to Clerking** (all Clerks and Governance Professionals)
- **Introduction to School Finance** (all governors).
- **Managing Financial Resources** (chairs, finance/resource committee members of maintained schools only).
- **A Whole-School Approach to Mental Health and Wellbeing\*\*** (governors with responsibility for mental health and wellbeing).
- **Prevent Training for Governors** (all governors but particularly suitable for the lead on the GB for safeguarding).
- **Providing Effective Challenge** (all governors).
- **Preparing for Ofsted\*\* – NEW this year** (all governors).
- **Role of the Governance Safeguarding Lead** (governors with responsibility for safeguarding).
- **Role of the SEND Link Governor** – now delivered in 2 separate sessions: a **pre-recorded webinar** for governors new to the role, followed by an **interactive workshop** for governors more experienced in the role or who would like to build on the knowledge gained in the webinar.
- **Understand your Inspection Data Summary Report (IDSR)\*\* – Primary and Secondary** (all governors).

Please note, the following events (also from 5.30pm) are available at no additional charge 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.**

In addition, we are also offering a number of **recorded courses** which come as **part of your subscription**:

- **NEW COURSE: Phonics - What Governors Need to Know\*\***
- **Being Strategic**
- **Single Central Record (SCR): the Role of Governors in Ensuring Compliance**

We have also recorded several **freely available webinars** for governors to access at no cost at their convenience. These can be provided upon request:

- **School Exclusions**
- **Strategic Safeguarding**

Our core programme will be supplemented by **additional events/training** organised in response to feedback and requests from our governor community. Some events may not fall within this training package and will be chargeable. This will be communicated through our fortnightly **Spotlight on Governance** newsletter.

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

- Easy online registration with no additional cost if subscribed to the training package.
- 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 new Phonics module 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

## CORE TRAINING PROGRAMME

### 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) and a live webinar.
- Module 2 – live webinar.

**When making a booking, please book dates for BOTH Module 1 and Module 2. Delegates are required to complete both modules in order to receive their certificate of completion.**

**Cost: NONE** for schools subscribing to our training offer, **£142** for schools subscribing to our service offer, **£175** 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:

- Describe 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: NONE** for schools subscribing to our training offer, **£72** for schools subscribing to our service offer, **£100** for schools NOT subscribing to either offer.

## Evaluating Pupil Premium Spend\*\*

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**Aimed at:** All governors, particularly those who evaluate Pupil 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. However, using the additional resources provided by the Pupil Premium to achieve improvement goals is not straightforward.

This module provides advice and guidance on ensuring that proposals put forward for Pupil 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 is allocated.
- Use data and research to inform decision making.
- Evaluate impact and
- Demonstrate impact to stakeholders.

**Cost: NONE** to **all** maintained schools and also to academies subscribing to our training offer, **£72** for academies subscribing to our service offer, **£100** for academies NOT subscribing to either offer.

## Introduction to School Finance

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**Aimed at:** All governors.

This training module is delivered in conjunction with Schools Financial Services and explains the general principles of governance and accountability in relation to strategic financial management in maintained schools and academies.

Specifically it covers:

- Sources of schools' funding.
- Overall funding arrangements – maintained schools and academies.
- The principles of budgetary planning – maintained schools and academies.
- Governors' roles and responsibilities in the budget planning process and
- Managing overspending and deficit budgets.

**Cost: NONE** for schools subscribing to our training offer, **£72** for schools subscribing to our service offer, **£100** 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 course provides a more in-depth look at school finances and is delivered in conjunction with schools Financial Services and BCC Audit team. It clarifies the role and responsibilities of the finance committee in respect of strategic financial management.

By the end of the session, you will:

- Be able to 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.
- Know about the role of internal audit.
- Know about the regulatory framework for financial accountability and
- Understand the role of finance governors in relation to termly oversight.

**Cost: NONE** for schools subscribing to our training offer, **£72** for schools subscribing to our service offer, **£100** for schools NOT subscribing to either offer.

## A Whole-School Approach to Mental Health and Wellbeing\*\*

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**Aimed at:** Governors with responsibility for mental health and wellbeing.

The aim of this session is to provide you with a comprehensive understanding of the role of the designated governor for wellbeing. Whilst this is not a statutory role, it is recommended as good practice in the [Maintained schools governance guide](#) (paragraph 4.7).

With the roll out of the DfE's grant and training for the Senior Mental Health Lead and mental health firmly sitting within the statutory guidance Keeping Children Safe in Education, the need for a designated wellbeing governor is vital.

Attending this session will support you to learn more about the role and how to undertake strategic oversight ensuring that a coordinated and evidence-informed approach to mental health in schools leads to improved staff, pupil and student wellbeing.

**Cost: NONE** to **all** maintained schools and also to academies subscribing to our training offer, **£72** for academies subscribing to our service offer, **£100** for academies NOT subscribing to either offer.

## NEW COURSE: Preparing for Ofsted\*\*

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**Aimed at:** All governors.

The aim of this session is to help you understand better the context for the Ofsted Inspection Framework including most recent updates and gain an overview of inspection process. The session will help you understand the role of governors during inspections and what constitutes effective governance from an inspection perspective.

**Cost: NONE** to **all** maintained schools and also to academies subscribing to our training offer, **£72** for academies subscribing to our service offer, **£100** for academies NOT subscribing to either offer.

## Role of the Governance Safeguarding Lead

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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 2024" 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 2024.

**Cost: NONE** for schools subscribing to our training offer, **£72** for schools subscribing to our service offer, **£100** for schools NOT subscribing to either offer.

## Prevent Training for Governors

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**Aimed at:** All governors.

The Prevent Co-ordinator, Sean Arbuthnot from Community Safety and Resilience, will deliver this session on Prevent including an overview, the legislation, the Prevent Duty, and what schools need to do to comply. Sean 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 at how this links to 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: NONE** for schools subscribing to our training offer, **£10** for schools subscribing to our service offer and **£25** for those not subscribing to either offer.

## Headteacher's Performance Management\*\*

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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: NONE** to **all** maintained schools and also to academies subscribing to our training offer, **£72** for academies subscribing to our service offer, **£100** for academies NOT subscribing to either offer.

## Complaints Management for Governors

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**Aimed at:** Governors appointed to review the handling of complaints under the school's adopted complaints procedure.

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 be able to:

- Manage concerns before they become complaints.
- Understand statutory requirements and relevant guidance.
- Apply the process of dealing with complaints.
- Understand the role of governors as investigator or commissioner of investigation into a complaint.
- Understand the role of the GB in a complaints panel.
- Know the role of complaints panel proceedings.
- Describe how to manage serial and consistent complaints.

**Cost: NONE** for schools subscribing to our training offer, **£72** for schools subscribing to our service offer, **£100** for schools NOT subscribing to either offer.

## GB Role in Monitoring the Curriculum in Primary Schools\*\*

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

Ofsted inspectors consider whether the work of the board supports the school in providing a high-quality education for its pupils. This training will assist boards to understand their responsibilities, how they can be informed about the curriculum and how to monitor it effectively.

Governors will be supported in understanding and articulating the school's vision for curriculum and will cover what a progressive and well sequenced curriculum should look like. This session will provide the skills to undertake strategic oversight of the curriculum in your school and how to undertake effective monitoring using appropriate questions to seek assurance for the governing board.

We will discuss how best to support the subject leaders in your school to ensure governors are able to fulfil their role whilst being mindful of teacher wellbeing and workload.

**Cost: NONE** to **all** maintained schools and also to academies subscribing to our training offer, **£72** for academies subscribing to our service offer, **£100** for academies 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 be able to:

- Describe the role of the Chair of Governors.
- Understand the guiding principles of leading the GB's business with a focus on school improvement.
- Describe the key elements of building an effective GB.
- Manage board meetings effectively and build working relationships with GB 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: NONE** for schools subscribing to our training or service offer, **£100** for schools NOT subscribing to either offer.

## **Introduction to Clerking a Governing Board**

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**Aimed at:** Essential training for new governance professionals and clerks working in either maintained school or academy settings.

This training module is focused on helping you understand your role and build confidence in carrying out your responsibilities in supporting the board.

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

- Understand governance and the 'musts' and 'shoulds' of the governance professional's role.
- Plan, organise and minute.
- Advise and enable your board.
- Support the Chair and effective working.

**Cost: NONE** for schools subscribing to our training or service offer, **£100** 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 one hour-long recorded webinar is delivered by an expert in SEND provision in the city, Alison Ayers; the 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 and Disability \(SEND\) 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 GB and developing clear priorities.
- Understand the need for your GB commitment to inclusion.

Upon registration, a link to this webinar will be sent on the date advertised to all governors who have registered. The link will be valid for 1 month and completion of the webinar will be monitored.

After watching the webinar, governors can also consider attending the **Interactive Workshop-Style Session** below.

**Cost: NONE** for schools subscribing to our training offer, **£27.50** for schools subscribing to our service offer and **£38.50** 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 watched the pre-recorded webinar above, or those experienced in the role.

This session led by Terri Cawser, an expert in SEND provision, 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: NONE** for schools subscribing to our training offer, **£44** for schools subscribing to our service offer, **£60** for schools NOT subscribing to either offer.

## **Understand your Inspection Data Summary Report (IDSR)**

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**Aimed at:** school governors. **Separate training sessions are held for primary and secondary governors.**

The [Ofsted IDSR](#) is a web-based tool summarising a range of school data around performance and demographics and is used by Ofsted inspectors when preparing for and during inspection. It is aligned with the school inspection handbook, so that areas of interest can be used to identify inspection trails.

Having an understanding of your school's IDSR is vital therefore in supporting governors to fulfil their core functions of ensuring strategic direction and holding leaders to account for the educational performance of its pupils.

By the end of the training, delegates will understand:

- The context of IDSR.
- How IDSRs are used as part of the Inspection process.
- How IDSRs are used by school leaders in informing decisions and tracking progress and attainment.
- How to navigate an IDSR and ask meaningful questions in order to fulfil the strategic and accountability roles of governance.

The first hour will include a presentation of the context for IDSRs and the modelling of how an example IDSR can be navigated and used to generate questions for Governors. This will then be followed by an optional half-hour session for delegates to explore using their own IDSRs if they have access to them, supported with an opportunity for Q&A.

**NOTE:** Governors choosing to attend the optional half hour session at the end of the presentation will benefit from having access to their school's IDSR, either through being given login permission by their Head Teacher, or by asking for a downloaded version. If using a printed version, governors may want to consider ensuring that all the 'drop down' option sections are also printed so that they can view the statements which compare with previous trends.

**Cost: NONE** to **all** maintained schools and also to academies subscribing to our training offer, **£72** for academies subscribing to our service offer, **£100** for academies NOT subscribing to either offer.



## Termly Briefing for Chairs and Vice-Chairs of GBs

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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 our special guests.

The briefing covers the latest news in governance and timely reminders for the GB regarding key governance issues nationally and locally. Facilities to network will be available virtually via breakout rooms so that lead governors can come together and share the work that they are doing in their schools that makes a real difference to children and young people. Our third briefing session in June 2025 will take place in person to facilitate even greater networking opportunities.

**Cost: NONE** for schools subscribing to our [training](#) or [service](#) offer, **£33** 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 Birmingham's clerks and governance professionals abreast of changes and developments in school governance, new legislation and DfE guidance. They are also a great opportunity to share good practice and network with fellow professionals. Our third briefing session in May 2025 will take place in person to facilitate even greater networking opportunities.

**Cost: FREE** for schools subscribing to our [training](#) or [service](#) offer, **£33** for schools NOT subscribing to either offer.

## RECORDED COURSES WHICH COME AS PART OF YOUR SUBSCRIPTION

A number of previously recorded webinars are available and will be sent out to subscribing schools:

### NEW COURSE: Phonics - What Governors Need to Know\*\*

A guide for governors on how they can have effective oversight of phonics teaching in their schools. Available early in the summer term 2025.

### Being Strategic

A recorded webinar that 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. Available early in the summer term 2025.

## Single Central Record (SCR): the Role of Governors in Ensuring Compliance

A recorded training session with a small group of governors led by Ellen Osborne from 'Compliance for Schools'. The session covers what the SCR should record and how governors can ensure compliance.

## FREELY AVAILABLE RECORDED WEBINARS

At no cost S&GS also have recorded webinars available upon request for governors to access at their convenience:

### School Exclusions

Recommended for any governor appointed to an exclusions panel. Steve Parton from BCC's School Exclusions team led this training with a small group of governors; this session was specially developed to support governors in undertaking this role.

### Strategic Safeguarding

A short 70-minute recorded training session designed to equip governors with the knowledge to provide strategic challenge. A new PowerPoint and short recorded update is available for governors and trustees in line with KCSiE 2024.

## How to Book

In addition to this document, all our training modules are published on and can be booked via 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.