

Annual Training Programme

for Governors and Clerks
to Governing Bodies



April 2024 – March 2025

Welcome to Derby City Council Training Programme for Governors and Clerks to Governing Bodies

Within this Programme, all governors should be able to find a variety of training courses and support. This year again presents many challenges financially, to Derby City Council and to schools. For this reason we have worked hard to ensure that all governor training and support is excellent value for money. Please compare Derby City Council training, the expertise of our trainers and the quality of their materials, to independent trainers and neighbouring providers. We welcome your comments and feedback regarding this brochure and the training content. Please contact us if the developmental needs of your governing body are not covered in the Programme.

In a letter received from Ofsted in February 2013 the LA Governor Support and Improvement team were listed as “a strength for support and training”.

Our Pledge

Our pledge to Governing Bodies:

- Deliver regular and relevant training
- Provide value for money
- Deliver a wide variety of training courses to cater for the needs of new and experienced governors
- Use high quality trainers, producing high quality materials
- Interactive and informative courses
- Accessible venues with car parking and refreshments
- Start and finish on time
- Effective evaluation and monitoring of all feedback from governor training
- Support for chairs of governors
- Support for clerks to governing bodies
- Support for all governors
- Up to date resources and information.

At the heart of all governors' training should be the commitment to ensure better governance, leading to outstanding schools and improving outcomes for all youngsters.

The Annual Training Programme delivers professional development for all Governors and Clerks to Governors

Governor support 2024/25

This service is for all schools and academies.

The Governor Support Team, based within Education and Skills, aims to provide support and guidance to Clerks and School Governors to help improve standards in schools.

We are pleased to be able to offer packages that include **The Key for School Governors**. This has the advantage that it is a very reasonable price and is accessible from your GovernorHub account.

NGA membership is also available as part of our Silver and Gold Packages. Learning Link, the NGA e-learning platform, is also available as a bolt on at a heavily discounted price.

We have **TheSchoolBus** available as a bolt-on again. You choose the option that suits your Governing Board best. **All packages have access to GovernorHub**. Discounts are available for all the external organisations if buying through Derby City Council.

Details of all our packages can be found on the School Information Portal <https://schoolportal.derby.gov.uk/sold-services/sold-service-brochure2024-25/governor-support/>



Bespoke Training Sessions for your Governing Body – In House or Cluster Based

Whole governing body training sessions are available by negotiation. If your whole governing body identifies a need for training which would either benefit the whole governing body or is not covered in the Programme, contact Jayne Hadfield, Tel: 01332 640364, Email: jayne.hadfield@derby.gov.uk, to discuss your requirements and match these to a suitable trainer and liaise to find a suitable date and price.

New Governors – Induction Programme

The New Governor Induction Programme is offered as a daytime session or an evening session. It is highly recommended that your new governors attend this course where they will also receive a copy of the National Governance Association – NGA - Welcome to Governance handbook. The details can be found in this brochure and this course was recently judged outstanding by new governors who attended.

Chairs of Governors

All chairs of governors of Derby City schools and academies are invited to termly briefing sessions with representatives from the Local Authority - LA. Vice-chairs and Clerks are also welcome to attend these sessions.

New chairs of governors or chairs who feel they would appreciate some extra support can request a mentor by contacting Jayne Hadfield, Email: jayne.hadfield@derby.gov.uk

We offer a training course specifically for chairs and aspiring chairs of governors:

- Leading Governance for New and Aspiring Chairs

Also available is the National College Leadership Development Programme for Chairs and Aspiring Chairs and the National College Clerks Development Programme.

Designated Governors

The training programme includes many courses which cover the most recent legislation and are essential in order to keep abreast of education changes. These courses act as a crucial reminder and update for experienced governors as well as being important for all new governors. There are also specific courses for those governors with particular responsibilities. For example:

- Head Teacher Appraisal (Performance Management)
- Safeguarding
- SEN
- Children in Care

Clerks to Governors

Good, professional clerks to governing bodies are essential to the smooth and efficient running of the governing body and its meetings. Derby City Council encourages all schools to

value their clerk and provides training for new clerks, termly networking/training sessions and an annual conference.

Clerk's fact sheets are provided to those schools who have bought into the **Governor Support and Improvement** or **Clerks' Helpline** packages.

New clerks can request a mentor by contacting Jayne Hadfield, Email: jayne.hadfield@derby.gov.uk

Governor Support packages in Derby City

In addition to training, support is available for all governors and clerks to governing bodies across Derby City. See the separate pages 04-09.

Governor Feedback

After each training session governors are invited to complete an evaluation sheet, also throughout the year, governors, chairs of governors and clerks of governors offer their feedback and suggestions. We value your comments and appreciate the time you give.

Testimonials

What do governors, clerks and head teachers say about Derby City Governor Support?

Samples below taken from our testimonials page on the School Information Portal <https://sip.derby.gov.uk/governor-support/testimonials/>

I have worked with Governor Services Unit for 2.5 years and I have always found them helpful and efficient. You can always rely on sound advice on any Governance issue you may have. I would recommend any Governing Board buy into this service to help provide them with a strong support system.

Pam Miles - Clerk to Governors

As a school, and under current financial constraints, we have explored alternative provision providers. After very careful consideration, and fundamentally based upon the excellent service that we have received for many years and hopefully will continue to do so into the future, have continued to buy into a number of service packages which includes the Governor Support and Improvement Package.

I have always felt that the service received is both professional and of a high quality, especially from my direct interface with the Governor Support Team who are always eager to assist. Any queries raised are always responded to both quickly and with sound advice offered. In my role, efficient responses are highly important to ensure that we are able to discharge our duties promptly.

Brad Ames - Chair of Governors

Derby City Governor Support Services offer well informed advice and support for our school. Training sessions provide governors with a wide variety of courses covering all the key aspects of governance. Sessions are led by experienced and knowledgeable trainers keeping our governors up to date with current guidance and legislation. This is an excellent service and value for money.

Jonathan Gallimore, Executive Head teacher

Governor Helpline

If you need advice or assistance on matters of governance or training do not hesitate to contact:

Jayne Hadfield, Governor Support Manager

Tel: 01332 640364,

Email: jayne.hadfield@derby.gov.uk

Academies/Free Schools/Independent Schools/Out of Authority Schools

Derby City Council invites all academies, free schools, independent schools and out of authority schools to buy back any of the Governor Support packages. Most services and training can also be accessed on the PAYG (Pay As You Go) system. We also offer to build a tailored package for Multi Academy Trusts to suit your requirements, please contact Jayne Hadfield to discuss jayne.hadfield@derby.gov.uk Packages can be bought by MATs for all Academies or for individual Academies.

Cost:

Full details of all costs for packages and bolt ons can be found here:

<https://schoolsportal.derby.gov.uk/sold-services/sold-service-brochure2024-25/governor-support/>



Quality, Standards & Performance
School Improvement, Governor Services & NQTs
Charging and Cancellation Policy
March 2017 v1

Introduction

A review of our course charges/cancellation and non-attendances has been undertaken and the following changes will be implemented from 1 April 2017.

Charges are made to all organisations and internal staff for non-attendance unless adequate notice has been given as outlined below.

The demand for places on training events and the cost to Derby City Council in providing training means that every place booked needs to be a place used. Some of our training courses are purchased from external suppliers and we need to ensure that we recoup this cost and the venue costs to enable us to provide the training.

We hold a waiting list for courses that are oversubscribed and would like to offer a place that isn't going to be used to somebody on this list where possible. It is the organisation/delegate responsibility to ensure that booked places are used or cancelled

Cancellations/Non-Attendance

A cancellation/non-attendance charge of the full amount will be applied if:

- Notification of non-attendance is not received **within 10 working days** of the date of the course or briefing session. The re-charge will apply even if the delegate re-books onto the same course scheduled at a later date.
- When the delegate is off sick and notification is **not** received before or on the day of the course/briefing session.
- No one attends in the place of the delegate.

nb: all cancellations must be received in writing/email.

What you can expect from us

A decision will be made 10 working days before the course/briefing session/event start date about cancellation if sufficient bookings have not been taken for a course/briefing session/event to run as advertised. Where less than 50% of the minimum number of places have been booked then we will either relocate to a smaller venue if possible or the course/briefing session/event will be cancelled. We will notify all delegates of cancellations or changes to venue due to low numbers and where possible we will reserve a place on the next available course/briefing session/event.

Cancellations may occur after 7 working days in exceptional circumstances only, due to trainer illness for example. Where possible we will reserve a place on the next available course/briefing session/event.

A competency framework for governance

The framework begins with the principles and personal attributes which, alongside the commitment of time and energy to the role, underpin effective governance. Following on from this, the knowledge and skills required for effective governance are organised into those which are essential for everyone on the board; those which are required of the chair and those which at least someone on the board should have. In this way, the knowledge and skills required for chairs build on and complement the skills for everyone.

The framework is made up of 16 competencies underpinned by a foundation of important principles and personal attributes. The competencies are grouped under the headings of the six features of effective governance, which are set out in the DfE Governance Handbook: strategic leadership; accountability; people; structures; compliance and evaluation.



The Governance Handbook and Competency Frameworks can be found <https://www.gov.uk/government/publications/governance-handbook>

Principles and personal attributes taken from the Competency Framework

The principles and personal attributes that individuals bring to the board are as important as their skills and knowledge. These qualities enable board members to use their skills and knowledge to function well as part of a team and make an active contribution to effective governance.

All those elected or appointed to boards should fulfil their duties in line with the seven principles of public life (the Nolan principles). They should also be mindful of their responsibilities under equality legislation, recognising and encouraging diversity and inclusion. They should understand the impact of effective governance on the quality of education and on outcomes for all children and young people. In addition, all those involved in governance should be:

Committed Devoting the required time and energy to the role and ambitious to achieve best possible outcomes for young people. Prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance.

Confident Of an independent mind, able to lead and contribute to courageous conversations, to express their opinion and to play an active role on the board.

Curious Possessing an enquiring mind and an analytical approach and understanding the value of meaningful questioning.

Challenging Providing appropriate challenge to the status quo, not taking information or data at face value and always driving for improvement.

Collaborative Prepared to listen to and work in partnership with others and understanding the importance of building strong working relationships within the board and with executive leaders, staff, parents and carers, pupils/students, the local community and employers.

Critical Understanding the value of critical friendship which enables both challenge and support, and self-reflective, pursuing learning and development opportunities to improve their own and whole board effectiveness.

Creative Able to challenge conventional wisdom and be open-minded about new approaches to problem-solving; recognising the value of innovation and creative thinking to organisational development and success.

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All courses are open to governors and clerks.

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Courses may be added throughout the year.

Training places can be booked via GovernorHub or email governortraining@derby.gov.uk

Courses at a Glance - Apr 2024 – Jul 2024

Matched to Competency areas from the DfE Competency Framework for Governance Jan 2018

Ref	Course Title	Date	Time From	Time To	Venue	Competency area
24/26	New Governor Induction - Daytime	17/04/2024	10:00	13:30	MS Teams	1, 2, 3, 4, 5, 6
24/18	Effective Minute Writing	24/04/2024	13:00	15:00	MS Teams	3
24/36	Refresher for Governors	24/04/2024	18:00	20:00	MS Teams	1, 2, 3, 4, 5, 6
24/29	New Governor Induction - Evening	01/05/2024	18:00	21:00	MS Teams	1, 2, 3, 4, 5, 6
24/40	Safeguarding for Governors	09/05/2024	18:00	20:00	MS Teams	4, 5
24/16	Effective Head teacher Performance Management	22/05/2024	10:00	12:30	MS Teams	2, 4, 5
24/01	Breaking the Link between Disadvantaged and Underachievement	04/06/2024	18:00	20:00	MS Teams	2, 5
24/14	Dealing with Complaints in School	05/06/2024	18:00	20:00	MS Teams	3, 5
24/45	Attendance – Overview for Governors NEW	06/06/24	18:00	20:00	MS Teams	1, 2, 3, 4, 5, 6
24/21	Governing Body Self-Review Strategy	11/06/2024	18:00	20:30	MS Teams	1, 2, 5, 6
24/42	Safer Recruitment in Children's Services - day	13/06/2024	09:15	16:00	MS Teams	1, 2, 4, 5
24/03	Chairs Briefing	18/06/2024	18:00	20:00	MS Teams	1, 2, 3, 4, 5, 6
24/32	Parental Engagement NEW	26/06/2024	10:00	12:00	MS Teams	1, 2, 3, 4, 5, 6
24/07	Clerk to Governors Networking Session	02/07/2024	18:00	19:30	MS Teams	1, 2, 3, 4, 5, 6
24/34	Prevent Training	03/07/2024	10:00	11:30	MS Teams	1, 2, 4, 5
24/47	Phonics – Guidance for Governors NEW	11/07/24	10:00	12:00	MS Teams	1, 2, 3, 4, 5, 6

Training places can be booked via GovernorHub or email governortraining@derby.gov.uk

Courses at a glance - Sep 2024 - Mar 2025

Matched to Competency areas from the DfE Competency Framework for Governance Jan 2018

Ref	Course Title	Date	Time From	Time To	Venue	Competency area
24/25	Introduction for New Clerks	11/09/2024	10:00	12:00	MS Teams	
24/35	Prevent Training	11/09/2024	18:00	19:30	MS Teams	1, 2, 4, 5
24/23	Governor Visits to School	13/09/2024	10:00	12:00	MS Teams	1, 2, 6
24/12	Creating a culture of Challenge with the Head Teacher and Senior Leadership Team	23/09/2024	18:00	20:00	MS Teams	1, 2, 5
24/30	New Governor Induction - Evening	25/09/2024	18:00	21:00	MS Teams	1, 2, 3, 4, 5, 6
24/17	Effective Head teacher Performance Management	02/10/2024	18:00	20:30	MS Teams	2, 4, 5
24/10	LAC Children and The Responsibilities of The Designated Governor	08/10/2024	18:00	20:00	MS Teams	1, 2, 5
24/06	Chairs Development – Session 1	16/10/2024	18:00	20:00	MS Teams	1, 2, 3, 4, 5, 6
24/27	New Governor Induction - Daytime	17/10/2024	10:00	13:30	MS Teams	1, 2, 3, 4, 5, 6
24/38	Role of the SEN Governor	17/10/2024	10:00	12:00	MS Teams	1, 2, 5
24/04	Chairs Briefing	22/10/2024	18:00	20:00	MS Teams	1, 2, 3, 4, 5, 6
24/06	Chairs Development – Session 2	23/10/2024	18:00	20:00	MS Teams	1, 2, 3, 4, 5, 6
24/08	Clerk to Governors Networking Session	24/10/2024	13:00	14:30	MS Teams	1, 2, 3, 4, 5, 6
24/20	Evaluating your school's approach to Behaviour and Attitudes using the lens of Intent, Implementation, Impact	24/10/2024	18:00	20:00	MS Teams	1, 2, 6
24/37	Refresher for Governors	07/11/2024	13:00	15:00	MS Teams	1, 2, 3, 4, 5, 6
24/24	Governor Visits to School	11/11/2024	18:00	20:00	MS Teams	1, 2, 6

Training places can be booked via GovernorHub or email governortraining@derby.gov.uk

24/22	Governing Body Self-Review Strategy	19/11/2024	10:00	12:30	MS Teams	1, 2, 5, 6
24/02	Breaking the Link between Disadvantaged and Underachievement	21/11/2024	10:00	12:00	MS Teams	2, 5
24/19	Effective Minute Writing	25/11/2024	18:00	20:00	MS Teams	3
24/48	Phonics – Guidance for Governors NEW	25/11/2024	18:00	20:00	MS Teams	1, 2, 3, 4, 5, 6
24/33	Parental Engagement NEW	02/12/2024	18:00	20:00	MS Teams	1, 2, 3, 4, 5, 6
24/15	Dealing with Complaints in School	04/12/2024	10:00	12:00	MS Teams	3, 5
24/44	Understanding your new school IDSR and ASP – Primary Performance Data	09/12/2024	18:00	20:00	MS Teams	1, 2, 5
24/13	Creating a culture of Challenge with the Head Teacher and Senior Leadership Team	10/01/2025	10:00	12:00	MS Teams	1, 2, 5
24/46	Attendance – Overview for Governors NEW	14/01/2025	10:00	12:00	MS Teams	1, 2, 3, 4, 5, 6
24/43	Understanding the Ofsted Handbook	16/01/2025	18:30	20:30	MS Teams	1, 2, 3, 4, 5, 6
24/11	LAC Children and The Responsibilities of The Designated Governor	22/01/2025	10:00	12:00	MS Teams	1, 2, 5
24/31	New Governor Induction - Evening	29/01/2025	18:00	21:00	MS Teams	1, 2, 3, 4, 5, 6
24/39	Role of the SEN Governor	04/02/2025	18:00	20:00	MS Teams	1, 2, 5
24/05	Chairs Briefing	05/02/2025	18:00	20:00	MS Teams	1, 2, 3, 4, 5, 6
24/41	Safeguarding for Governors	06/02/2025	10:00	12:00	MS Teams	4, 5
24/09	Clerk to Governors Networking Session	11/02/2025	10:00	11:30	MS Teams	1, 2, 3, 4, 5, 6
24/28	New Governor Induction - Daytime	12/02/2025	10:00	13:30	MS Teams	1, 2, 3, 4, 5, 6

Chairs Briefing Sessions

Target audience: All Chairs, Vice Chairs of Governors

Ref No	Date	Time From	Time To	Venue
24/03	18/06/2024	18:00	20:00	MS Teams
24/04	22/10/2024	18:00	20:00	MS Teams
24/05	05/02/2025	18:00	20:00	MS Teams

Meeting Description:

The purpose of the meeting is to enable Chairs of Governors to:

- Receive local and national updates on School Governance
- Have the chance to network with other Derby City Chairs
- Share good practice
- Have the opportunity to meet and question LA staff

Facilitators: Senior Officers, Derby City Council Education and Skills
Jayne Hadfield, Derby City Council Governor Support Manager

Cost:

DCC Governor Support Package Schools:	PAYG:
unlimited free places	unlimited free places

I find these meetings really useful to get up-to-date information from LA staff.

Glad to have other LA departments here to answer questions.

Very informative. Would recommend all Chairs come along to these.

Good to be able to work with other Chairs.

Clerk to Governors Networking Session

Target audience: All Clerk to Governors

Ref No	Date	Time From	Time To	Venue
24/07	02/07/2024	18:00	19:30	MS Teams
24/08	24/10/2024	13:00	14:30	MS Teams
24/09	11/02/2025	10:00	11:30	MS Teams

Meeting Description:

The purpose of the meeting is to enable Clerks to Governors to:

- Receive local and national updates on School Governance
- Share good practice
- Have the chance to network with other Derby City Clerks

Facilitators: Jayne Hadfield, Derby City Council Governor Support Manager

Cost:

DCC Governor Support and Improvement Package Schools:	DCC Clerks' Helpline and Support Package	PAYG:
unlimited free places	unlimited free places	£22 each per meeting

Excellent – best Clerks training I have been on – Jayne and Elaine are very knowledgeable

A very informative and friendly team – thank you

As a new Clerk I found this most useful – essential

Everything was useful – so much to learn and take in!

NEW COURSE Attendance – Overview for Governors

Competency area

Target audience: All governors

Ref No	Date	Time From	Time To	Venue
24/45	06/06/24	18:00	20:00	MS Teams
24/46	14/01/25	10:00	12:00	MS Teams

Course Description:

- To understand school responsibilities for attendance
- To explore effective attendance practices and leadership
- To understand implications of 'Working Together to Improve School Attendance'

Trainer: Laura Horvath, Attendance Programme Manager (PEIA)
Jonathan Howie, Deputy Head of Service, Early Help, Locality 3/4 & Principal Education Welfare Officer

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

Breaking the Link between Disadvantaged and Underachievement

Competency area 2, 5

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
24/01	04/06/2024	18:00	20:00	MS Teams
24/02	21/11/2024	10:00	12:00	MS Teams

Course Description:

The purpose of the session is to enable governors to:

- Discuss the moral imperative for closing the gap for vulnerable groups and the governing body's role in assisting schools to close the gap.
- Share approaches and strategies that work well.
- What does the research say?
- Understand Ofsted's expectation of schools and governing bodies

Trainer: Sue Vasey, DDAT Senior School Improvement Officer

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

Really interesting advice on how to use Pupil Premium funding to help other deprived children.

*What was most useful to you?
Understanding how Pupil Premium money can be used to help disadvantaged children.*

*Really useful and inspirational
One of the most useful training courses I have been on.*

*Open, honest and enthusiastic
really comes across!*

Chairs Development

Competency area 1, 2, 3, 4, 5, 6

Target audience: All new chairs, vice-chairs and aspiring chairs of full governors and committees

Ref No	Date	Time From	Time To	Venue	Session
24/06	16/10/2024	18:00	20:00	MS Teams	Session 1 of 2
24/06	23/10/2024	18:00	20:00	MS Teams	Session 2 of 2

Course Description

The session aims to enable chairs and aspiring chairs to:

- Have a better understanding of, and be better prepared for, the role of Chair
- Have increased confidence and skills
- Explore the relationship between the Chair and the Head Teacher and consider ways of developing this to further strengthen overall leadership capacity within the school/academy.
- Explore the relationship between the Chair and the Clerk to the governing body
- Explore ways to effectively motivate and inspire members of the governing body team
- Explore the role of Chair as a team leader and how this can be made more effective
- Consider how the skills and expertise of governors might be more effectively employed
- Identify and share good practice

Trainer: Fee Stagg, Independent Governance Professional and Former National Leader of Governance

Cost:

DCC Governor Support Package Schools:	PAYG:
£60 each (for both sessions)	£110 each (for both sessions)

Good advice on, for example, preparing for meetings and chairing effectively.

Lots of "handy hints" and useful tips.

Fee is a very knowledgeable trainer.

Creating a Culture of Challenge with the Head Teacher and Senior Leadership Team

Competency area 1, 2, 5

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
24/12	23/09/2024	18:00	20:00	MS Teams
24/13	10/01/2025	10:00	12:00	MS Teams

Course Description:

The Governing Board has three key core functions one of which is holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff.

This course aims to provide governors with practical ideas and examples illustrating what is meant by 'holding to account', and how to provide effective challenge whilst maintaining a positive relationship with the Head Teacher and all school staff.

- Participants will be provided with an opportunity to explore and consider aspects of effective governance
- Time to be clear about understanding your role and responsibilities as a governor
- How to use effective questions and other strategies to explore accountability
- Opportunity to reflect on current practice

Trainer: Vincent Hampton, Derby City Council Professional Advocate for Children in Education

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

Really enjoyed this session which has helped me increase my confidence in challenging effectively

Good session made me realise whilst not perfect we are still getting there

It has given me ideas and strategies to take back

It was very useful to see how to support school even more – sharing of ideas

Dealing with Complaints in School

Competency area 3, 5

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
24/14	05/06/2024	18:00	20:00	MS Teams
24/15	04/12/2024	10:00	12:00	MS Teams

Course Description:

The purpose of the session is to enable governors to gain a better understanding of:

- the Schools Complaints procedure
- the difference between a concern and a complaint
- managing and recording complaints
- ways to resolve complaints

This course will also encourage governors and schools to use the complaints they receive effectively.

Please bring a copy of your School's Complaint policy to the session.

Trainer: to be confirmed, DCC Complaints Officer and Jayne Hadfield, Governor Support Manager

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

Enjoyable course, particularly appreciated the brought in biscuits! That was above and beyond.

The interactive activities and the questions/answers were useful

I found Christine's knowledge and advice brilliant. Also the interactive discussion

A very effective training highlighting major issues regarding complaints procedure. I feel more comfortable now.

Effective Head Teacher Performance Management

Competency area 2, 4, 5

Target audience: All governors involved in the Appraisal (Performance Management) of Head Teachers

Ref No	Date	Time From	Time To	Venue
24/16	22/05/2024	10:00	12:30	MS Teams
24/17	02/10/2024	18:00	20:30	MS Teams

Course Description:

The purpose of the session is to enable governors to:

- Have an opportunity to review current practice, raise concerns and issues
- Consider appropriate succession planning systems in relation to this role
- Strengthen the working partnership between performance management governors and the external adviser
- Consider the implications of the 2012 Performance Management (Appraisal) Policy regulations for the governing body and performance management governors
- Enhance their objective setting and monitoring role by working through a practical activity.

Trainer: Brian Richards, Independent Trainer

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

A very useful and enjoyable course.

An excellent presentation of a very tricky subject.

First governors' training I've attended for some time. Plenty of new information. I won't need to be so reliant on external adviser/SSIO.

A relaxed and comfortable forum to ask questions and build knowledge.

Effective Minute Writing

Competency area 3

Target audience: All clerk to governors

Ref No	Date	Time From	Time To	Venue
24/18	24/04/2024	13:00	15:00	MS Teams
24/19	25/11/2024	18:00	20:00	MS Teams

Course Description:

By the end of this course you will be able to:

- Describe how agendas and minutes are related
- Identify the role of the minute taker
- Understand the need for effective communications between the minute taker and the chair
- Write minutes in an easy to read style
- Write minutes that show evidence of the Governing Body's holding the Head Teacher to account for the educational performance of the school and its pupils
- Take complete and accurate minutes of a meeting at the required level of detail and using the appropriate format

Trainer: Jayne Hadfield, Derby City Council Governor Support Manager

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

*Very knowledgeable
trainer – thank you*

*This was a very
enjoyable, relaxed course.*

*Learnt an effective way
to start writing minutes*

*Enjoyable, fantastic
training!*

Evaluating your school's approach to Behaviour and Attitudes using the lens of Intent, Implementation, Impact

Competency area 1, 2, 5

Target audience: All governors and members of SLT

Ref No	Date	Time From	Time To	Venue
24/20	24/10/2024	18:00	20:00	MS Teams

Course Description:

Governors and leaders will be shown how the three I's can be applied to a consideration of behaviour. There will be time to look at your own school's behaviour policy and its impact in light of the ideas developed in the session.

Trainer: Jo Ward, Education Consultant

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

Really enjoyed this session which has helped me increase my confidence in challenging effectively

Good session made me realise whilst not perfect we are still getting there

It has given me ideas and strategies to take back

It was very useful to see how to support school even more – sharing of ideas

Governing Body Self-Review Strategy – How well are we doing?

Competency area 1, 2, 5, 6

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
24/21	11/06/2024	18:00	20:30	MS Teams
24/22	19/11/2024	10:00	12:30	MS Teams

Course Description:

The purpose of the session is to provide governors:

- With an opportunity to become familiar with the "twenty questions governors should ask" self-review strategy
- With ways to use existing school based support tools to measure how well the governing board is doing
- With the confidence to challenge and question its own practice
- With an opportunity to consider appropriate actions to decide when and how improvements can be made
- With ways to support the governing board to prepare for an Ofsted inspection

Trainer: Brian Richards, Independent Trainer

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

Inspiring ideas of how to help governing bodies move forward.

*A very enjoyable and thought provoking course
Thank you*

The materials and advice to empower the governing body to do their job properly was brilliant.

The course was very relevant to us as governors and how we can improve our governing body.

Governor Visits to School

Competency area 1, 2, 6

Target audience: All governors and clerks

Ref No	Date	Time From	Time To	Venue
24/23	13/09/2024	10:00	12:00	MS Teams
24/24	11/11/2024	18:00	20:00	MS Teams

Course Description:

The purpose of the session is to enable governors to:

- highlight expectations of school monitoring by the Governing Board including roles and responsibilities, with a particular focus on its monitoring and evaluation function (Governor Visit good practice and protocols)
- explore practical ways to enable governing boards to review their current governor visit systems;
- ensure a focused and strategic approach is in place that reflects the school improvement priorities.

Trainer: Vincent Hampton, Derby City Council Professional Advocate for Children in Education

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

Great course, makes more sense now.

I have learnt a lot. Very interesting and useful.

Appreciated the small cohort on this occasion

The discussions and answers to specific queries were very useful to me.

Introduction for New Clerks

Target audience: All new clerks to governors

Ref No	Date	Time From	Time To	Venue
24/25	11/09/2024	10:00	12:00	MS Teams

Course Description:

- An introduction to being a clerk to governors
- What happens in a meeting? What do I need to do before and after?
- Opportunity to ask questions
- Opportunity to meet other new clerks.

Trainer: Jayne Hadfield, Derby City Council Governor Support Manager

Cost:

DCC Governor Support Package Schools: unlimited free places	PAYG: £15 each
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It was useful to meet somebody from the LA Governor Support Team and go through things with them.

All was useful as new to the role

I found the presence of an existing Clerk to Governors to be very effective.

Reinforcing clerking techniques

LAC Children and The Responsibilities of The Designated Governor

Competency areas 1, 2, 5

Target audience: All governors and clerks to governors, particularly the Designated governor for Looked After Children

Ref No	Date	Time From	Time To	Venue
24/10	08/10/2024	18:00	20:00	MS Teams
24/11	22/01/2025	10:00	12:00	MS Teams

Course Description:

The purpose of the session is to enable governors to:

- Understand the law, policy and practical responsibilities related to the role of Governors as a Corporate Parent
- Enable governors to meet their responsibilities as a Corporate Parent
- Understand the roles and responsibilities of the Designated Governor and Designated Teacher for Children in Care
- To consider the auditing, monitoring and reporting of the progress of Children in Care cohort to Governors

Please bring, if you can, a copy of the Designated Teacher Guidebook to this session. This can be obtained from your school's Designated Teacher.

Trainer: Sarah Parkman, Specialist Education Officer, DCC Virtual School for CiC

Cost:

DCC Governor Support Package	PAYG:
Schools:	
£40 each	£55 each

*Not yet practically undertaken the role but feel I have some good starting information.
Thank you*

A very enjoyable, relaxed course. It was nice to have the opportunity to share information with other governors.

New Governor Induction – Daytime

Competency area 1, 2, 3, 4, 5, 6

Target audience: All new governors and any governor or clerk wishing to have a refresher

Ref No	Date	Time From	Time To	Venue
24/26	17/04/2024	10:00	13:30	MS Teams
24/27	17/10/2024	10:00	13:30	MS Teams
24/28	12/02/2025	10:00	13:30	MS Teams

The Governing Body Roles and Responsibilities

By the end of the course participants will have:

- Developed a better understanding on the governing boards three core responsibilities
- Develop a better understanding of the governing boards practical application of its roles and responsibilities
- Clarified the importance of an effective working relationship between Head Teachers/Principals and governors

Trainer: Brian Richards, Independent Trainer

Cost:

DCC Governor Support Package Schools:	PAYG:
two free places then £55 each (DDAT Academies – one free place then £55 each)	£80 each

The information on the role of a governor and what the roles expectations are was most useful

All trainers very knowledgeable

Interested to hear about how school budgets are calculated.

We will certainly be planning school visits now linked to the school development plan.

It was a great overview of the roles and responsibilities of a governing body, accountability and Ofsted expectations.

New Governor Induction – Evening

Competency area 1, 2, 3, 4, 5, 6

Target audience: All new governors and any governor or clerk wishing to have a refresher

Ref No	Date	Time From	Time To	Venue
24/29	01/05/2024	18:00	21:00	MS Teams
24/30	25/09/2024	18:00	21:00	MS Teams
24/31	29/01/2025	18:00	21:00	MS Teams

The Governing Body Roles and Responsibilities

By the end of the course participants will have:

- Developed a better understanding on the governing boards three core responsibilities
- Develop a better understanding of the governing boards practical application of its roles and responsibilities
- Clarified the importance of an effective working relationship between Head Teachers/Principals and governors

Trainer: Brian Richards, Independent Trainer

Cost:

DCC Governor Support Package Schools:	PAYG:
two free places then £55 each (DDAT Academies – one free place then £55 each)	£80 each

The trainer made the lessons very interesting

Lots of techniques we can use to help the school

Brian was very enthusiastic and passionate. Really enjoyed the session

I learnt a lot about what we can and can't do as governors

Very friendly trainers made everyone feel at ease and also made it fun

I cannot identify anything that was not useful to me

NEW COURSE Parental Engagement

Competency areas 1, 2, 3, 4, 5, 6

Target audience: All governors

Ref No	Date	Time From	Time To	Venue
24/32	26/06/2024	10:00	12:00	MS Teams
24/33	02/12/2024	18:00	20:00	MS Teams

Course Description:

- Understand why meaningful engagement with parents is an essential feature of effective governance.
- Learn about methods that schools can put in place to maintain effective relationships with parents.
- Put plans in place to support, influence and benefit from the school's parental engagement strategy.

Trainer: Jayne Hadfield, Derby City Council Governor Support Manager

Cost:

DCC Governor Support Package	PAYG:
Schools:	
£40 each	£55 each

NEW COURSE Phonics – Guidance for Governors

Competency area

Target audience:

Ref No	Date	Time From	Time To	Venue
24/47	11/07/24	10:00	12:00	MS Teams
24/48	25/11/24	18:00	20:00	MS Teams

Course Description:

- What is the phonics check?
- How is phonics linked to National Curriculum?
- A brief look at schemes available.
- What are the statutory duties for a head teacher and governing body regarding the phonics check?
- How are the results reported? What do governors need to know?
- How can results be monitored and evaluated? How do results compare to the national and LA picture?
- Opportunities to ask questions relevant to your own school and network with others.

Trainer: Vincent Hampton, Derby City Council Professional Advocate for Children in Education

Cost:

DCC Governor Support Package	PAYG:
Schools:	
£40 each	£55 each

Prevent Training

Competency area 1, 2, 4, 5

Target audience: All governors and clerks Members of SLT are also welcome to attend.

Ref No	Date	Time From	Time To	Venue
24/34	03/07/2024	10:00	11:30	MS Teams
24/35	11/09/2024	18:00	19:30	MS Teams

Course description:

The purpose of this session is to provide governors with a better understanding of:

- The Prevent duty and its application in schools
- Counter terrorism within a local context
- Ofsted considerations around safeguarding against radicalisation

Trainer: Sally Siner, Derby City Council Prevent Education Officer

Cost

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

Really interesting session.

Has made me aware of the need to be vigilant.

I appreciated the local content delivered as it is really easy to think it's not happening here. But it is!

Really strong understanding of the Prevent duty, will allow for more informative discussion and questioning at governor meetings

Awareness of issues and susceptibility to radicalisation

Very informative about something I knew very little about

Knowledgeable speaker who kept the information interesting

Refresher for Governors

Competency area 1, 2, 3, 4, 5, 6

Target audience: All governors

Ref No	Date	Time From	Time To	Venue
24/36	24/04/2024	18:00	20:00	MS Teams
24/37	07/11/2024	13:00	15:00	MS Teams

Course Description

The session aims to provide an overview of governance for newer and more established governors covering a range of topics including:

- Purpose and definitions – why governance matters
- Role of governors in effective governance, types of governor
- Governance structures; committees, working parties and panels
- Key documents to support governance practice
- Governor workload

Trainer: Fee Stagg, Independent Governance Professional and Former National Leader of Governance

Cost:

DCC Governor Support Package	PAYG:
Schools: £40 each	£55 each

Practical suggestions, clear instructions of where to find information and help

Reflect on how governance works in my two schools. Useful reminders about a having a clear understanding of what makes effective practice.

Lots of good, practical tips for helping to make my role as a governor more impactful - for example, how to improve the nature and effectiveness of governors' meeting.

Role of the SEN Governor

Competency area 1, 2, 5

Target audience: All SEN Governors and any governors or clerks to governors with an interest in SEN.

Ref No	Date	Time From	Time To	Venue
24/38	17/10/2024	10:00	12:00	MS Teams
24/39	04/02/2025	18:00	20:00	MS Teams

Course Description:

The purpose of the session is to enable governors to:

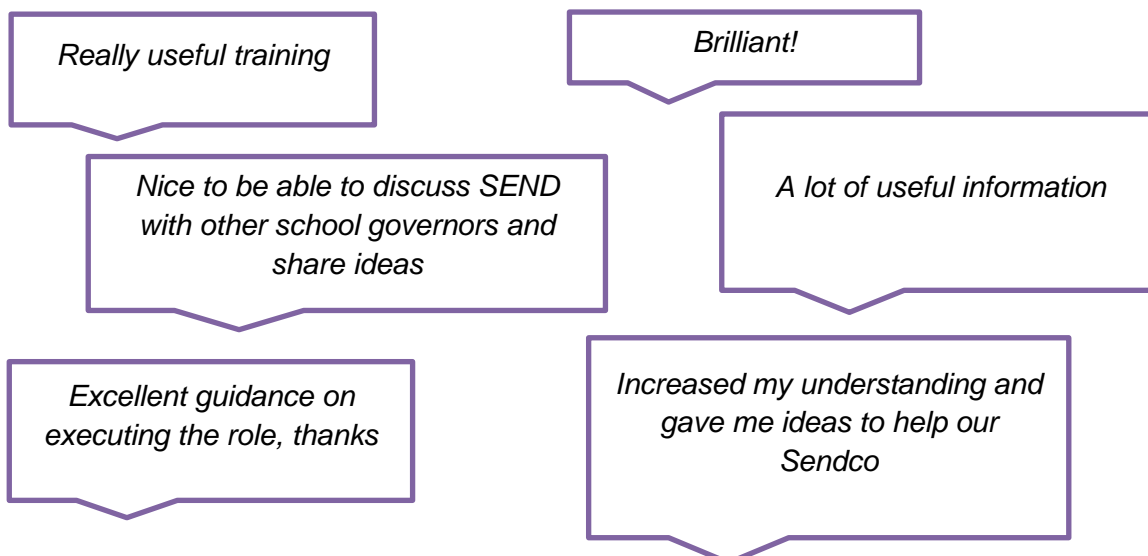
- Have an overview of the management of Special Educational Needs in schools
- Understand SEND Support and the graduated response to supporting children with SEND
- Highlight the statutory processes for assessment for SEN
- Understand the role of the SEND Governor

Please bring your school's SEN policy.

Trainer: Shaheen Parekh, Derby City Council Professional Advocate for Children in Education (PACE)

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each



Safeguarding for Governors

Competency area 4, 5

Target audience: All governors

Ref No	Date	Time From	Time To	Venue
24/40	09/05/2024	18:00	20:00	MS Teams
24/41	06/02/2025	10:00	12:00	MS Teams

Course Description:

The purpose of the session is to enable governors to:

- Understand their legal duty to ensure that all the functions of the educational establishment are carried out with a view to safeguarding and promoting the welfare of all pupils
- Understand the role of the Designated Safeguarding Lead in schools (DSL) and the link governor
- Understand the Inspection of Safeguarding arrangements for schools.

Trainer: Heather Hogg, DDAT Safeguarding Lead

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

I have worked in education for a long time and thought I was quite 'savvy' about safeguarding but I have learned a lot.

*Very clear, well presented information
Trainer very knowledgeable and able to provide direct relevant answers*

The trainer had a lot of personal experience and was able to use that to make the training more relevant.

One of the best presented training sessions I have ever attended.

All very useful information

Safer Recruitment in Children's Services

Competency area 1, 2, 4, 5

Target audience: All governors and clerks to governors in particular those involved with staff recruitment. Members of SLT are also welcome to attend.

Ref No	Date	Time From	Time To	Venue
24/42	13/06/2024	09:15	16:00	TBC

Since January 2010 it has been mandatory for at least one person on every interview panel appointing school staff to have accessed Safer Recruitment Training. This one-day course is invariably very well received by participants.

It is advised that this training should be "refreshed" after five years.

"It is vital that schools and colleges (and the Children's Workforce) create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children"

This course will provide:

- Give participants an awareness and understanding of offender behaviour
- Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- Consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- Help participants begin to review their own and their organisation's policies and practice with a view to making them 'safer'.

Trainer: James Upton, Independent Trainer

This course is ratified by the Safer Recruitment Consortium. James has completed the 'train the trainer' course and is able to certify participants who attend this course in line with the Safer Recruitment Consortium. This is for both Education and for the wider Children's workforce and in line with government legislation (Keeping Children Safe in Education 2021)

Cost

DCC Governor Support Package	PAYG:
Schools: £85 each	£110 each

I just wanted to pass on huge appreciation to James Upton for the excellent Safer Recruitment training these last few weeks. I don't think anyone's first choice of a Monday evening activity would be safer recruitment training!!! But it was really well delivered, well-paced, and extremely informative. In particular, it struck me that many of the values that we explored in terms of open culture, honest discussion etc were embodied within the culture of the course and within James' training style. So just wanted to say thank you for that.

Understanding the Ofsted Handbook

Competency area 1, 2, 3, 4, 5, 6

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
24/43	16/01/2025	18:30	20:30	MS Teams

Course Description:

The purpose of the session is to enable participants to:

- Gain an insight into how Ofsted inspectors will use evidence in order to make judgements on Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management
- Learn about the difference between graded and ungraded inspections
- Start to consider what this will mean for governors and senior leaders

Trainer: Jo Ward, Independent Education Consultant

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£55 each

Good to go over the framework and explore elements of it in detail with people experienced in the previous process to draw comparisons.

Jo's subject knowledge and personal experience.

Due for Ofsted next term. This has been more than useful. Feel more prepared already!

I am a brand new parent governor and the session has really helped build both my understanding and confidence.

Understanding Your New School IDSR and ASP – Primary Performance Data

Competency area 1, 2, 5

Target audience: All governors and clerks from Primary Schools

Ref No	Date	Time From	Time To	Venue
24/44	09/12/2024	18:00	20:00	MS Teams

Course Description:

The purpose of the session is to look at your School's IDSR (Inspection Data Summary Report) and ASP (Analyse School Performance) enabling governors to:

- Establish an understanding of performance data available to schools
- Look at and interpret the way in which school data is presented
- Discuss the interpretation and evaluation of performance data
- Examine ways in which data can be used to inform school improvement and might inform inspection questioning trails.

Trainer: Vincent Hampton, Derby City Council Professional Advocate for Children in Education

Cost:

DCC Governor Support Package Schools:	PAYG:
£40 each	£50 each

Breaking down each graph, understanding the detail and context was really helpful.

*It was good to have an insight into what Ofsted inspections may look like.
Forces us to look at reports more closely*

Understanding the data dashboard and how to interpret some of the graphs

The direct and indirect ("under-pinning") questions provided were brilliant

How to book places on courses

To book a place on any of these courses in this programme please either:

- Book direct through GovernorHub in the Training section.
- Email governortraining@derby.gov.uk ensuring that the school's name is included.

Please feedback your training experience to your governing body.

Any queries or requests for courses please contact Jayne Hadfield
Jayne.hadfield@derby.gov.uk