**Governance Training Solutions**

**Training Programme Summer 2019 to Summer 2020**

**The provision of high-quality training for school governors has become increasingly important in recent years. Changes in legislation and guidance have stressed the need for more skilled and professional governing boards, and training is a vital part of that agenda.**

***National Leaders of Governance provide professional, practical training solutions for governing boards that will help you govern with confidence.***

***Key Features of our training solutions***

* Up to date guidance on how to do the job
* Free resource packs - templates, tools, examples and checklists to help you be productive
* Signposting to national resources, research and DfE guidance
* All training developed with reference to the Governance Competency Framework
* Best practice advice from experienced chairs
* Action plan or personal log for governors to complete and take away
* Bespoke training solutions for your board or multi-academy trust
* Training programmes and packages
* Public courses at affordable prices

**We provide quality development opportunities for all types of Governing Boards, from individual schools, partnerships or groups of schools to Multi Academy Trusts.**



***Our training programme covers all key aspects of the Governance Competency Framework***

**What people say about our training**

**We pride ourselves on delivering high quality governance services** **that really have an impact.** Here are some comments from people who have attended our training.

**All governors should come on this training. If only it had been available sooner. I’m going to encourage everyone on our board to attend the next event.**

***The course was so helpful. I now understand how I can make a difference as a governor.***

Thank you. The course has helped me understand what I should be focusing on. -as a governor

 At last training that tells me how to do the job! I feel inspired again as a governor.

**About our trainers**All our trainers are National Leaders of Governance (NLGs) who are experienced chairs of governing boards that have been designated as NLGs by the Department for Education. They all have experience mentoring and supporting governance in many difference settings and are experienced trainers.

***The best training I’ve ever attended. THANK YOU!***

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|  | **Rosemary Lovatt**NLG Advocate for East of England and NE London. An experienced governance tutor who runs the Governance Leadership Programme across England**.**  |
|  | **Linda Robinson**An experienced governance tutor, mentor and coach who has delivered bespoke governance training across Essex. |
|  | **Julie Taylor**With over 25 years in education and Governance, Julie is an experienced NLG who has a track record of supporting governance boards across Essex and beyond. |
|  | **Andrew Smith**Based in Newham, Andrew is an experienced Chair of a Multi Academy Trust and experienced NLG who has provided training for governing boards across the country. |

**How to experience our training**

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| **TeacherPublic** | **We run public training events through Billericay Teaching School Alliance, which is designated as a Governance Hub for the East of England and NE London region, from £70 per person per session. Public course can be purchased on a pay-as-you-go basis, or you can bulk-buy as a package to achieve even greater value for money.****We use training venues across South East Essex for our public training events.** |
| Schoolhouse**In-house** | **We can provide in-house training events at your school, academy, multi-academy trust, or group of schools for up to 25 attendees. In-house training starts at £380.00 for a two-hour session from our existing training programme, or £450.00 for a bespoke two-hour session.** |

**Prices and Packages**

Our goal is to provide affordable high-quality training to meet your needs. We have designed a number of options to give you maximum flexibility.

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| **Public Training Events** |
| **Teacher****Public** | **Option 1: Pay-as-you-go**From £70 per person for a two-hour training event. This includes a copy of the presentation and a resource pack full of useful examples, templates, checklists and other tools to help you be productive. Simply select the event you wish to attend and complete the booking form at the end of this brochure. **Option 2: Buy an annual package**To encourage your governing board to attend regular training and keep up to date, we offer public training event packages as a cost-effective solution to governor training. These packages are valid for a year from the date of purchase. They are valid for any standalone board, a partnership or group of schools or any boards within a multi-academy trust.

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| **Total number of places on any two-hour training event in the year** | **Cost of annual package** |
| 4 places | £260.00 |
| 5 places | £312.50 |
| 6 places | £360.00 |
| 7 places | £402.50 |
| 8 places | £440.00 |
| 9 places | £472.50 |
| 10 places | £500.00 |
| 15 places | £700.00 |
| 20 places | £875.00 |

If you require more than 20 places a year, please contact us. |

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| **In-house Training Events** |
| Schoolhouse**In-house** | Many boards find training is most effective when it is specific to them and/or provided to the whole board together at their school. It can also be cost effective to organise training with other local boards or other governors or trustees within a multi-academy trust. These in-house training events can be provided for up to 25 attendees at your venue. They can be booked on a pay-as-you-go basis or you can pre-pay for a number of events which will be valid for a year from the date of purchase.**Option 1: Pay-as-you-go**From £380.00 per two-hour in-house training event. Any of our training programme titles can be provided on an in-house basis. Simply let us know the title you are interested in and we will work with you to agree a date for the training at your location. All attendees will receive a copy of the presentation and a resource pack. (Maximum 25 attendees)If you want bespoke content for your in-house training event prices start from £450.00 for a two-hour session. Please contact us to discuss your requirements. **Option 2: Buy an annual package**If you have the need for several in-house training events, you can save money by pre-paying for a number of sessions even if you aren’t yet sure which of the titles from our training programme you want.

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| **Number of in-house training events required in the year** | **Standard content from our training programme** |
| 1 | £380.00 |
| 2 | £740.00 |
| 3 | £1,110.00 |

Please contact us if you require bespoke content for your sessions.  |

**Training Programme**

| Code | Title | Description |
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| SL | Competency Area | Strategic Leadership |
| SL1 | **Strategic governance – What is it and how to do it?** | The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. This session will help boards understand what this means, to deliver on the key strategic functions of governance and learn how to be strategic. |
| SL2 | **How to engage your key stakeholders to improve your school** | Listening to stakeholders is a fundamental part of good governance to ensure the board knows how pupils, parents and staff feel about the school. This session will provide board members with practical guidance on how to engage with stakeholders to improve their school. |
| SL3 | **Strategic governance of finance – Making every penny count** | With tightening budgets and rising costs all educational establishments need to approach financial management in a far more strategic way. This session will provide practical guidance and tooling to help the board provide strategic leadership and oversight of school finances. |
| SL4 | **The boards role in ensuring you are the employer of choice** | Recruitment, retention and support of staff is critical in these times of staff shortages. This session will review the boards role with regards to all aspects of Human Resources and how to be the employer of choice.  |
| AC | Competency Area | Accountability |
| AC1 | **Improving outcomes for the Disadvantaged – the governance role** | The Pupil Premium grant received by schools should be used to address any barriers to learning for disadvantaged pupils. This session will guide boards on their role in ensuring this grant is making a difference in their school. |
| AC2 | **Governance of inclusion and SEND in your school** | Governing boards have a statutory duty to be inclusive and provide for Special Educational Needs and Disabilities. This session will help boards understand their responsibilities and provide practical guidance on how to ensure their SEND provision is effective. |
| AC3 | **Understanding your school data** | This session provides governors with the confidence to understand and use school data effectively in monitoring and holding their school to account. The session will help governors ‘see the wood for the trees’ and focus on the key uses of data and how to make data the start of a conversation. Examples and practical solutions to using data effectively will be provided.  |
| AC4 | **Holding others to account through effective monitoring** | Monitoring the progress of strategic priorities is a key element of effective governance. To be effective, boards need to have clear monitoring plans. They need to triangulate evidence to know their schools well and provide support and challenge to ensure strategic priorities are met. This session will explore practical ways and examples of good monitoring to effectively hold school leaders to account. |
| AC5 | **How to monitor the curriculum** | ***Coming soon:*** What strategic discussions does your board need to have with the school executive to explore the intent, implementation and impact of your schools curriculum? This session will help you consider the focus of the new Ofsted framework on the ‘Quality of Education’. |
| AC6 | **Ensuring robust performance management in your school** | Governing boards have a duty to ensure that effective performance management happens in their school. Robust performance management (including that of the Headteacher) should hold staff to account, supports staff development and is intrinsic to school improvement and staff morale. This session will help boards understand their responsibilities and provide practical guidance on how to ensure that performance management is effective in their school. |
| PE | Competency Area | People |
| PE1 | **Induction to governance – where to start and how to feel confident and productive quickly (Two sessions)** | Being a new governor can be overwhelming. This induction programme gets governors started on the basics of the role so they can start to feel confident and productive. It will help new governors feel confident contributing in board meeting and understand the principles of monitoring and holding to account. This programme is run over two sessions. |
| PE2 | **The recruitment, retention and development of your Governance Team** | Having the right people around the table is the key to an effective governing body. But where do these super highly skilled, dedicated governors come from? During the session we explore why it is so important to find the right people and where to get them from. We also explore how to retain and develop your governors, and ensure they are effective. Practical tips, resources and examples of best practice during the session will help you to identify ways to develop the perfect team!  |
| PE3 | **How to lead your governance team as the Chair** | The role of Chair cannot be easily fulfilled without a good supportive team of governors around you. Team work is essential in delivering effective governance and contribution to continuous school improvement. Delegation skills and how to lead all governors to achieve this as a team within their roles and responsibilities is a key part of what this session will cover.  |
| ST | Competency Area | Structures |
| ST1 | **Organising your governance team to have an impact (Two sessions)** | With limited time for governance work all governance boards need to be organised and focus on what really matters. This session will provide tips, tools and examples of how to organise your governance to really have an impact. |
| ST2 | **Understanding and developing your scheme of delegation** | The scheme of delegation is fundamental to agreeing how governance will be effective across a multi-academy trust(MAT). This session with explore the options within a scheme of delegation for collaborative working across a multi-academy trust and examines the role of the trust board and local governing board in a typical MAT structure. |
| ST3 | **What should you focus on as a Local Governing Body within a MAT?** | If you are a new Local Governing Body, or about to join a multi-academy trust, this session will help you adjust to working in a MAT and help you clarify your priorities for governance at an academy level. This session is ideal for an in-house workshop for your Local Governing Body or MAT. |
| CO | Competency Area | Compliance |
| CO1 | **Are you ready for the new Ofsted inspection framework?** | This session provides understanding what Ofsted expects of governing boards currently and what is changing in the proposed new framework for September 2019. Practical advice and checklists are provided to help you prepare for an inspection. |
| CO2 | **Developing best practice for dealing with parental complaints** | Is your school equipped to deal effectively with a complaint? Do you have a robust complaints policy? Do you know who should be involved, when and how? Using examples of best practice and the updated DFE guidance from Jan 2019, this session will help you to answer all of these questions and develop an effective whole school approach to complaints. |
| EV | Competency Area | Evaluation |
| EV1 | **How to ensure you are an effective trust board?** | This work-session provides a guided self-review for boards looking at the key indicators of effective governance at a trust board level. This session is only offered as an in-house session for one trust board at a time. |

**Public Training Events**If there is a training event you are interested in that isn’t listed here, please contact us to discuss your need. Courses can be offered in-house at your venue and bespoke sessions can also be developed to meet your needs. Public training events are delivered at training venues across South East Essex.

**Summer 2019**

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| **Code** | **Title** | **Date** | **Time** |
| SL1 | **Strategic governance – What is it and how to do it?** | Thursday 6th June 2019 | 7.00pm – 9.00pm |
| ST1-1 | **Organising your governance team to have an impact (1 of 2)** | Monday 10th June 2019 | 7.00pm – 9.00pm |
| ST1-2 | **Organising your governance team to have an impact (2 of 2)** | Monday 17th June 2019 | 7.00pm – 9.00pm |
| SL2 | **How to engage your key stakeholders to improve your school** | Tuesday 25th June 2019 | 7.00pm – 9.00pm |

**Autumn 2019**

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|  | **Title** | **Date** | **Time** |
| PE2 | **The recruitment, retention and development of your Governance Team** | Monday 16th September 2019 | 7.00pm – 9.00pm  |
| CO1 | **Are you ready for the new Ofsted inspection framework?** | Wednesday 25th September 2019 | 7.00pm – 9.00pm |
| AC1 | **Improving outcomes for the Disadvantaged – the governance role** | Tuesday 1st October 2019 | 7.00pm – 9.00pm |
| PE3 | **How to lead your governance team as the Chair** | Monday 7th October 2019 | 7.00pm – 9.00pm |
| PE1-1 | **Induction to governance – where to start and how to feel confident and productive quickly (1 of 2)** | Thursday 17th October 2019 | 7.00pm – 9.00pm |
| PE1-2 | **Induction to governance – where to start and how to feel confident and productive quickly (2 of 2)** | Thursday 24th October 2019 | 7.00pm – 9.00pm |
| AC6 | **Ensuring robust performance management in your school** | Thursday 7th November 2019 | 7.00pm – 9.00pm |
| EV1 | **How to ensure you are an effective trust board** | Wednesday 11th November 2019 | 7.00pm – 9.00pm |
| AC3 | **Understanding your school data** | Monday 18th November 2019 | 10am – 12.00pm |
| AC5 | **How to monitor that you have a broad and balanced curriculum** | Wednesday 27th November 2019 | 7.00pm – 9.00pm |
| CO2 | **Developing best practice for dealing with parental complaints** | Tuesday 3rd December 2019 | 7.00pm – 9.00pm |
| AC2 | **Governance of inclusion and SEND in your school** | Thursday 12th December 2019 | 7.00pm – 9.00pm |

**Spring 2020**

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| **Code** | **Title** | **Date** | **Time** |
| AC4 | **Holding others to account through effective monitoring** | Tuesday 14th January 2020 | 7.00pm – 9.00pm |
| PE1-1 | **Induction to governance – where to start and how to feel confident and productive quickly (1 of 2)** | Wednesday 22nd January 2020 | 7.00pm – 9.00pm |
| PE1-2 | **Induction to governance – where to start and how to feel confident and productive quickly (2 of 2)** | Wednesday 29th January 2020 | 7.00pm – 9.00pm |
| SL3 | **Strategic governance of finance – Making every penny count** | Thursday 6th February 2020 | 7.00pm – 9.00pm |
| SL4 | **The boards role in ensuring you are the employer of choice** | Monday 10th February 2020 | 7.00pm – 9.00pm |
| ST2 | **Understanding and developing your scheme of delegation** | Thursday 5th March 2020 | 7.00pm – 9.00pm |
| AC6 | **Ensuring robust performance management in your school** | Tuesday 10th March 2020 | 7.00pm – 9.00pm |
| PE3 | **How to lead your governance team as the Chair** | Thursday 12th March 2020 | 7.00pm – 9.00pm |
| CO1 | **Are you ready for the new Ofsted inspection framework?** | Monday 23rd March 2020 | 7.00pm – 9.00pm |
| AC3 | **Understanding your school data** | Thursday 26th March 2020 | 7.00pm – 9.00pm |
| AC1 | **Improving outcomes for the Disadvantaged – the governance role** | Tuesday 31st March 2020 | 7.00pm – 9.00pm |
| SL2 | **How to engage your key stakeholders to improve your school** | Thursday 2nd April 2020 | 7.00pm – 9.00pm |

**Summer 2020**

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| **Code** | **Title** | **Date** | **Time** |
| PE1-1 | **Induction to governance – where to start and how to feel confident and productive quickly (1 of 2)** | Monday 27th April 2020 | 7.00pm – 9.00pm |
| PE1-2 | **Induction to governance – where to start and how to feel confident and productive quickly (2 of 2)** | Monday 11th May 2020 | 7.00pm – 9.00pm |
| ST3 | **What should you focus on as a Local Governing Body within a MAT?** | Wednesday 13th May 2020 | 7.00pm – 9.00pm |
| SL1 | **Strategic governance – What is it and how to do it?** | Tuesday 19th May 2020 | 7.00pm – 9.00pm |
| SL2 | **How to engage your key stakeholders to improve your school** | Thursday 4th June 2020 | 7.00pm – 9.00pm |
| PE3 | **How to lead your governance team as the Chair** | Monday 8th June 2020 | 7.00pm – 9.00pm |
| ST1-1 | **Organising your governance team to have an impact (1 of 2)** | Monday 15th June 2020 | 7.00pm – 9.00pm |
| ST1-2 | **Organising your governance team to have an impact (2 of 2)** | Monday 22nd June 2020 | 7.00pm – 9.00pm |
| CO2 | **Developing best practice for dealing with parental complaints** | Tuesday 30th June 2020 | 7.00pm – 9.00pm |

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| **Public Training Event Booking Form** |
| **TeacherPublic** |

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| **Organisation Details** |
| **Name of Purchasing Organisation (School/Academy/MAT/Partnership):**  |
| **Main Contact:** |  | **Main Contact Role:** |  |
| **Main Contact Email:** |  | **Type of Organisation:** | **Academy** **Maintained School** |
| **Organisation Postal Address:** |  |
| **Email address to invoice:** |  |
| **Option 1: Pay-As-You-Go** |  |  |  |  |
| **Delegate Name** | **Delegate School** | **Delegate Email** | **Session Code** | **Date** | **Cost** |
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| **Total Cost** | **£** |
| **Option 2: Annual Package** |
| **Number of places required in package (if not purchased yet):** |  | **Start date for package (if not purchased yet):** |  |
| **Cost of Package (if not purchased yet):** | **£** |
| **Package reference number (if already purchased):** |  |
| **Delegate Name** | **Delegate School** | **Delegate Email** | **Session Code** | **Date** |
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If you require more than 20 places a year, please contact Melanie Jones mjones@billericayschool.com

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| **Please return completed Booking Form to:** **mjones@billericayschool.com** |
|  | Places will be allocated on a first come/first served basis |  | Confirmation will be sent via email |
|  | Further details will be sent prior to the start of the session |  | If for any reason the booking has to be cancelled, a refund will only be issued if the place can be filled |

Billericay TSA Administrator, The Billericay School, School Road, Billericay, Essex, CM12 9LH T: 01277 314420 Twitter:@BillericayTSA

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| **In-house Training Event Booking Form** |
| Schoolhouse **In-house** |

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| **Organisation Details** |
| **Name of Purchasing Organisation (School/Academy/MAT/Partnership):**  |
| **Main Contact:** |  | **Main Contact Role:** |  |
| **Main Contact Email:** |  | **Type of Organisation:** | **Academy** **Maintained School** |
| **Organisation Postal Address:** |  |
| **Email address to invoice:** |  |
| **Option 1: Pay-As-You-Go** |
| **Session Code:** |  |
| **Description of session (if bespoke):** |  |
| **Proposed dates for session (please provide 3 alternative dates):** |  |
| **Proposed venue address for session:** |  |
| **Proposed number of attendees (max 25):** |  |
| **Total Cost** | **£** |
| **Option 2: Annual Package** |
| **Number of in-house training events required in package (if not purchased yet):** |  | **Start date for package (if not purchased yet):** |  |
| **Cost of Package (if not purchased yet):** | **£** |
| **Package reference number (if already purchased):** |  |
| **Session Code** | **Proposed venue address for in-house training event** | **Proposed dates for in-house training event** | **Proposed number of attendees** |
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For all bespoke training sessions delivered in-house, please contact Melanie Jones mjones@billericayschool.com to discuss your requirements.

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| **Please return completed Booking Form to:** **mjones@billericayschool.com** |
|  | Places will be allocated on a first come/first served basis |  | Confirmation will be sent via email |
|  | Further details will be sent prior to the start of the session |  | If for any reason the booking has to be cancelled, a refund will only be issued if the place can be filled |

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