

Governance Training Solutions

Training Programme Spring 2020 onwards

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 delegates who have attended our training.

'The best training I've ever attended. THANK YOU!'

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

'Thank you. The course has helped me understand what I should be focusing on.'

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

'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.'

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 different settings and are experienced trainers.



Rosemary Lovatt

NLG Advocate for East of England and NE London. An experienced governance tutor who runs the Governance Leadership Programme across England.



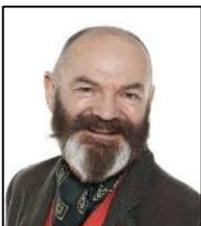
Linda Robinson

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

 Public	<p>We run public training courses in venues across South East Essex, through Billericay Teaching School Alliance, which is designated as a Governance Hub for the East of England and NE London region. Courses cost from £80 per delegate per session and can be purchased on a pay-as-you-go basis or as a package to achieve even greater value for money.</p>
 In-house	<p>We can provide in-house training courses for your school, multi-academy trust, or collaborative partnership board/s for up to 25 delegates. In-house training starts from £450.00 for a two-hour session from our existing Training Programme. We can also provide bespoke training solutions ranging from a single session to conferences and annual training programmes.</p> <p>All materials for in-house training are emailed in advance for the organisation to produce. This enables organisations to use the materials going forward. Should the organisation wish these materials to be produced for them, this will be at an additional cost of £9.50 per delegate.</p>

Prices and Packages

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

Public Training Courses											
 Public	<p>Option 1: Pay-as-you-go From £80 per delegate for a two-hour training course. Courses are either 1 session (£80), 2 sessions (£155) or 3 sessions (£225). This includes a copy of the presentation and a resource pack full of useful examples, templates, checklists and other tools to implement swiftly.</p> <p>Simply select the course you wish to attend and complete the booking form at the end of this brochure. Note: Members of Billericay TSA benefit from a 10% membership discount on Pay-as-you-go prices.</p> <p>Option 2: Buy an annual package To encourage your governing board to attend regular training and keep up to date, we offer public training course packages as a cost-effective solution to governor training. These packages are valid for any standalone board, multi academy trust board or collaborative partnership boards for a year from date of purchase.</p> <table border="1" data-bbox="320 1682 1485 1906"> <thead> <tr> <th>Total number of places on any two-hour training course in the year</th> <th>Cost of annual package</th> </tr> </thead> <tbody> <tr> <td>5 places</td> <td>£350.00 (£70.00 per place)</td> </tr> <tr> <td>6 places</td> <td>£408.00 (£68.00 per place)</td> </tr> <tr> <td>7 places</td> <td>£448.00 (£64.00 per place)</td> </tr> <tr> <td>8 places</td> <td>£480.00 (£60.00 per place)</td> </tr> </tbody> </table> <p>If you require more than 8 places per year, please contact us.</p>	Total number of places on any two-hour training course in the year	Cost of annual package	5 places	£350.00 (£70.00 per place)	6 places	£408.00 (£68.00 per place)	7 places	£448.00 (£64.00 per place)	8 places	£480.00 (£60.00 per place)
Total number of places on any two-hour training course in the year	Cost of annual package										
5 places	£350.00 (£70.00 per place)										
6 places	£408.00 (£68.00 per place)										
7 places	£448.00 (£64.00 per place)										
8 places	£480.00 (£60.00 per place)										

In-house Training Courses

Many boards find training is most effective when it is specific to them and/or provided to the whole board together at their school. These in-house training courses can be provided for up to 25 delegates at your venue. It can also be cost effective to organise training with other governors or trustees within a multi-academy trust or collaborative partnership. We are happy to accommodate this.

Standard in-house training

From £450.00 per two-hour in-house training course (Maximum 25 delegates). 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.



In-house

All materials for in-house training are emailed in advance for the organisation to produce. This enables organisations to use the materials going forward. Should the organisation wish these materials to be produced for them, this will be at an additional cost of £9.50 per delegate.

Bespoke solutions

Our experienced National Leaders of Governance can provide bespoke governance training solutions for your school, multi-academy trust or collaborative partnership. We have developed and delivered bespoke training sessions, conferences and complete annual governance development programmes for schools and trusts. Please contact Melanie Jones - mjones@billericayschool.com - Tel 01277 314420 to discuss your requirements.

Training Programme

All courses from our Training Programme can be offered **in-house** or as **public** courses. Dates of public courses currently scheduled for the year are listed below. We regularly schedule more **public** courses, so please contact Melanie Jones – mjones@billericayschool.com – Tel: 01277 314420 if you are interested in a course that does not have a date listed.

Code	Title	Description
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 course 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 course 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 course will provide practical guidance and tooling to help the board provide strategic leadership and oversight of school finances. Dates currently available: <ul style="list-style-type: none"> • 18th March 2020 7-9pm
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 course 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 using Pupil Premium – the governance role	The Pupil Premium grant received by schools should be used to address any barriers to learning for disadvantaged pupils. This course will guide boards on their role in ensuring this grant is making a difference in their school. Dates currently available: <ul style="list-style-type: none"> • 12th May 2020 7-9pm
AC2	Governance of SEND and Inclusion	Governing boards have a statutory duty to be inclusive and provide for Special Educational Needs and Disabilities. This course will help boards understand their responsibilities and provide practical guidance on how to ensure their SEND provision is effective and their curriculum is inclusive. Dates currently available: <ul style="list-style-type: none"> • 26th March 2020 7-9pm • 23rd June 2020 7-9pm
AC3	Understanding your school data	This course provides governors with the confidence to understand and use school data effectively in monitoring and holding their school to account. The course 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	How to hold to account	One of the core functions of governance is holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff. This course provides practical advice and guidance on effective monitoring and holding to account. Dates currently available: <ul style="list-style-type: none"> • 3rd March 2020 7-9pm • 5th May 2020 7-9pm

Code	Title	Description
AC5	How to monitor the curriculum	What strategic discussions does your board need to have with the school executive to explore the intent, implementation and impact of your school's curriculum? This course 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 course 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	The essentials of school governance	Most people become school governors or trustees because they want to make a difference, but without the right training these good intentions can be wasted by focusing on the wrong things or lacking in confidence and understanding of the role. This course aims to equip governors and trustees to be confident and effective quickly. This course is an ideal induction for new governors and trustees or a refresher for experienced governors or trustees. This training course runs over two sessions at a discounted price of £155.00 per delegate. Dates currently available: <ul style="list-style-type: none"> • 11th and 19th March 2020 7-9pm • 14th and 21st May 2020 7-9pm
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 course 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 course 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 course will cover. This course runs over three evenings at a discounted price of £225.00 per delegate. Dates currently available: <ul style="list-style-type: none"> • 4th May, 8th June and 29th June 2020 7-9pm
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 course 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 course will 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 course will help you adjust to working in a MAT and help you clarify your priorities for governance at an academy level. This course is ideal for an in-house workshop for your Local Governing Body or MAT.

Code	Title	Description
ST4	Fulfilling your responsibilities for Safeguarding and health and safety	Safeguarding should be at the heart of everything we do in schools and is a statutory duty shared by all governors or trustees. This course will help you understand your responsibilities and provide practical guidance on effectively meeting your statutory duties for safeguarding and health and safety. Dates currently available: <ul style="list-style-type: none"> • 30th June 2020 7-9pm
CO	Competency Area	Compliance
CO1	Preparing for your next Ofsted inspection	This governance training provides practice guidance on what is expected of governance under the latest inspection framework, provides tools to review the evidence of your governance effectiveness and prepare for your next Ofsted inspection. Dates currently available: <ul style="list-style-type: none"> • 30th April 2020 7-9pm • 9th June 2020 7-9pm
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 course will help you to answer all 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-course provides a guided self-review for boards looking at the key indicators of effective governance at a trust board level. This course is only offered as an in-house course for one trust board at a time.

Public Training Courses

Below is the list of currently scheduled **public** training courses from our Training Programme. New dates are added on a regular basis. If there is a training course you are interested in that isn't listed here, please contact Melanie Jones – mjones@billericayschool.com – Tel: 01277 314420 to discuss your need. Courses can be offered in-house at your venue and bespoke solutions can also be developed to meet your needs. **Public** training courses are delivered at training venues across South East Essex.

Spring 2020

	Title	Date	Time
AC4	How to hold to account	3 rd March 2020	7.00pm – 9.00pm
SL3	Strategic governance of finance – Making every penny count	18 th March 2020	7.00pm – 9.00pm
PE1	The essentials of school governance (two sessions)	11 th and 19 th March 2020	7.00pm – 9.00pm
AC2	Governance of SEND and Inclusion	26 th March 2020	7.00pm – 9.00pm

Summer 2020

Code	Title	Date	Time
CO1	Preparing for your next Ofsted inspection	30 th April 2020	7.00pm – 9.00pm
PE3	How to lead your governance team as the Chair (three sessions)	4 th May, 8 th and 29 th June 2020	7.00pm – 9.00pm
AC4	How to hold to account	5 th May 2020	7.00pm – 9.00pm
AC1	Improving outcomes for the disadvantaged using Pupil Premium – the governance role	12 th May 2020	7.00pm – 9.00pm
PE1	The essentials of school governance (two sessions)	14 th and 21 st May 2020	7.00pm – 9.00pm
CO1	Preparing for your next Ofsted inspection	9 th June 2020	7.00pm – 9.00pm
AC2	Governance of SEND and Inclusion	23 rd June 2020	7.00pm – 9.00pm
ST4	Fulfilling your responsibilities for safeguarding and health and safety	30 th June 2020	7.00pm – 9.00pm

Public Training Course Booking Form

 Public	Organisation Details					
	Name of Purchasing Organisation (School/Academy/MAT/Partnership):					
	Main Contact:		Main Contact Role:			
	Main Contact Email:		Type of Organisation:		<input type="checkbox"/> Academy <input type="checkbox"/> Maintained School	
	Organisation Postal Address:					
	Email address to invoice:					
	Option 1: Pay-As-You-Go					
	Delegate Name	Delegate School	Delegate Email	Course Code	Date	Cost
	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	Course Code	Date		
If you require more than 8 places per year, please contact Melanie Jones mjones@billericayschool.com						

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 course
- If for any reason the booking has to be cancelled, a refund will only be issued if the place can be filled

In-house Training Course Booking Form

 In-house	Organisation Details		
	Name of Purchasing Organisation (School/Academy/MAT/Partnership):		
	Main Contact:		Main Contact Role:
	Main Contact Email:		Type of Organisation: <input type="checkbox"/> Academy <input type="checkbox"/> Maintained School
	Organisation Postal Address:		
	Email address to invoice:		
	Standard In-house training		
	Course Code:		
	Description of course (if bespoke):		
	Proposed dates for course (please provide 3 alternative dates):		
	Proposed venue address for course:		
	Proposed number of delegates (max 25):		
	Total Cost	£	

Please return completed Booking Form to: mjones@billericayschool.com

- Places will be allocated on a first come/first served basis
- Further details will be sent prior to the start of the course
- Confirmation will be sent via email
- If for any reason the booking has to be cancelled, a refund will only be issued if the place can be filled

Bespoke Solutions

For all bespoke solutions, please contact Melanie Jones – mjones@billericayschool.com – Tel: 01277 314420 to discuss your requirements.