

# Governance CPD Programme 2021/22



***“Governance has never been more critical to the education of our nation’s young people... the governance duty is, above all, to drive relentless ambition for the young people served by our schools’ system, whatever the circumstances.”***

Governance Handbook (October 2020)  
Baroness Elizabeth Berridge, Parliamentary Under Secretary of State for Schools

The Governance Handbook has been updated and some critical changes included, for example information on the resumption of Ofsted inspections from January 2021. The Handbook focuses on key governance and educational policy updates to support governors for the year ahead and is a key resource for reference. There is significant work to be done to get all pupils back on track, which means the role of governors in monitoring how core school budgets, catch-up funding and Pupil Premium are being spent has never been more vital.

Governing effectively can only happen when schools/Trusts have people with the necessary skills and knowledge on each governing board and where those boards are accessing support and independent advice from professional sources. This includes the support of an effective clerk. For 2021/22 Learners First has partnered with the National Governance Association (NGA) to offer a programme of professional development that is as accessible as possible and supports the three core purposes of effective governance:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

All the workshops for 2021/22 have been organised in conjunction with the NGA and are aimed to be informative, practical and focus on current challenges, best practice and how governance can be made more effective. They will be interactive, encourage participation and be supportive to new and experienced governors alike. All are delivered online by an experienced NGA consultant.

## CPD Opportunities 2021/22

### Induction for new Governors (2 session workshop)

Date: 23rd September 2021 & 14th October 2021  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

#### Overview:

The induction programme in two sessions will introduce school governance so that you can become effective within six months of taking on the role. At the end of this short programme, you should have a general knowledge of:

1. Governance structures and the role, responsibilities, and core functions of your governing board and its committees
2. The principles of effective governance
3. What it means to be strategic
4. How to hold leaders to account
5. The basics of financial oversight in schools and trusts

Completion of the recommended post session activities will allow you to apply what you have learned to your own governance practice and to become an effective governor or trustee.

Booking Link: [Click Here](#)

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### Preparing for Ofsted

Date: 29th September 2021  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

#### Overview:

The prospect of an Ofsted inspection is daunting for everyone, not least for the governing board members and others involved in governance who will meet with inspectors and be expected to answer questions about the effectiveness of governance and school or trust leadership. At the end of this session, participants should be confident about what Ofsted expects, what they as governors or trustees need to know, and how the inspection process works.

This workshop will cover:

1. The quality of education – the governing board's role
2. Safeguarding - the governing board's role
3. Expectations of governing boards
4. Being prepared for inspection
5. Identifying any issues that need to be addressed prior to the inspection
6. How the inspection process works
7. Key information, documents, and guidance

Booking Link: [Click Here](#)

### Effective performance management in schools and trusts

Date: 07th October 2021  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

#### Overview:

Performance management and appraisal of the senior executive leader is a key task which must be done well to ensure that strategy is implemented, and outcomes are met. The board must also be assured that the performance management system in the school or trust is effective. This workshop will develop a clear understanding of expectations for effective appraisal and performance management and the knowledge, skills and confidence to carry this out effectively.

This workshop will cover:

1. The purpose of performance management and appraisal
2. The roles of those involved
3. Using a special adviser
4. Annual appraisal – purpose and process
5. Setting objectives
6. Monitoring, evaluating and evidence
7. Links to pay progression
8. Next steps

Booking Link: [Click Here](#)

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### Effective governance of SEND

Date: 03rd November 2021  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

#### Overview:

All governing boards have legal duties in relation to pupils with special educational needs and disabilities (SEND). These responsibilities can seem daunting, leaving boards not knowing where to start. At the end of this workshop, participants should have a thorough understanding of SEND and how they can ensure that those with SEND have their needs met and make the very best progress in their school(s).

This workshop will cover:

1. What SEND is and how it is determined
2. The legislation, guidance and policies
3. A word about COVID-19
4. How SEND is funded
5. Who is responsible for what
6. What governors need to know about the SEND population, progress and measuring impact
7. Next steps

Booking Link: [Click Here](#)

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## Introduction to data and school performance measures

Date: 09th November 2021  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

### Overview:

There is now a wealth of data sources that governors and trustees need to be aware of. They also need to be cognisant of the extent to which the data can be analysed, as well as other means by which governors and trustees can get to know their school(s). This workshop will clarify the range of resources available to those governing, the key measures that they need to be familiar with and how they can use this knowledge effectively to feed into their core function of holding the organisation to account.

This workshop will cover:

1. The current context for governance
2. A word about COVID-19
3. The role of those governing
4. Understanding progress, attainment and performance measurement
5. Using DFE Performance Tables
6. Inspection data summary report (IDSR)
7. Data reporting and monitoring within the Trust
8. Using internal in-year data
9. Next steps

Booking Link: [Click Here](#)

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## Discharging the governance responsibility for Pupil Premium

Date: 15th November 2021  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

### Overview:

School leaders are best placed to assess their pupils' needs and decide how to use pupil premium funding to improve attainment. The governing board is responsible for ensuring that the spending is targeted at the right pupils and has an impact on their attainment and progress. Pupils who are targeted will include those who receive the funding, and pupils who don't but will benefit from the support/intervention that the funding is spent on.

This workshop will cover:

1. What 'disadvantaged pupils' means and the additional funding such pupils attract
2. The barriers that disadvantaged pupils face
3. The role of the governing board and its accountability for Pupil Premium
4. Contributing towards, approving and monitoring the trust or school's strategy for spending Pupil Premium.
5. Using data, information and research to support, monitor challenge the trust or school's approach to targeting Pupil Premium funding
6. Whole-school strategies that have been successful and effective.
7. What PE and Sport Funding is, what it can be used for and the governance role in monitoring school spending
8. Next steps

Booking Link: [Click Here](#)

## Safeguarding: an introduction to the governance role

Date: 30th November 2021  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

### Overview:

It is critically important that governors and trustees understand how pupils are kept safe when at school. This aspect of their role matters not least because parents and carers entrust their children to the trust or school, but also because the governing board must be able to assure that the trust or school is complying with statutory requirements and best practice. At the end of this session, participants will understand the theory and practice of safeguarding, and the governing board's role in keeping pupils safe.

This workshop will cover:

1. What safeguarding is
2. The statutory responsibilities and what is expected by Ofsted
3. How schools and trusts keep children safe
4. Fulfilling the governing board's role in relation to safeguarding duties
5. How to understand the strengths and weaknesses of safeguarding
6. How to evidence impact
7. Next steps

Booking Link: [Click Here](#)

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## Effective Clerking

Date: 02nd December 2021  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

### Overview:

Clerking a governing board means providing a professional service: offering administrative support, guidance on compliance and information and advice on procedural matters and best practice. At the end of this workshop, you will have a clear picture of the extent of the role, the challenges, and some of the strategies you can employ to make the role one you can perform effectively.

This workshop will cover

1. Why clerking matters
2. The knowledge, skills and behaviours required
3. What constitutes professional clerking
4. Supporting your governing board
5. Developing your practice
6. Next steps

Booking Link: [Click Here](#)



## Financial oversight for academy trusts

Date: 20th January 2022  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

### Overview:

Trustees and those working at local governance level need to understand trust funding, to be aware of their responsibilities for financial oversight, and to ensure that their trust or school(s) gets value for money whilst making an impact – no small ask for the board and committees. At the end of this session participants should have a basic understanding of how to ensure that their trust or school or trust's finances are being well spent.

### This workshop will cover:

1. The current context for governance
2. Academy trust funding – income comes from and what it should be spent on
3. Effective financial management and the roles of board and committees
4. Characteristics of an efficient trust
5. Alignment of spending with strategic and development priorities
6. Integrated curriculum financial planning (ICFP)
7. Budget monitoring and oversight
8. DfE Tools
9. Next steps

Booking Link: [Click Here](#)

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## Induction for new Governors (2 session workshop)

Date: 25th January 2022 & 15th February 2022  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

### Overview:

The induction programme in two sessions will introduce school governance so that you can become effective within six months of taking on the role. At the end of this short programme, you should have a general knowledge of:

1. Governance structures and the role, responsibilities, and core functions of your governing board and its committees
2. The principles of effective governance
3. What it means to be strategic
4. How to hold leaders to account
5. The basics of financial oversight in schools and trusts

Completion of the recommended post session activities will allow you to apply what you have learned to your own governance practice and to become an effective governor or trustee.

Booking Link: [Click Here](#)

## Preparing for Ofsted

Date: 02nd February 2022  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

### Overview:

The prospect of an Ofsted inspection is daunting for everyone, not least for the governing board members and others involved in governance who will meet with inspectors and be expected to answer questions about the effectiveness of governance and school or trust leadership. At the end of this session, participants should be confident about what Ofsted expects, what they as governors or trustees need to know, and how the inspection process works.

### This workshop will cover:

1. The quality of education – the governing board's role
2. Safeguarding - the governing board's role
3. Expectations of governing boards
4. Being prepared for inspection
5. Identifying any issues that need to be addressed prior to the inspection
6. How the inspection process works
7. Key information, documents, and guidance

Booking Link: [Click Here](#)

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## How to manage risk: the governance role

Date: 02nd March 2022  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

### Overview:

COVID-19 serves as a continuing reminder to all boards of the need for effective risk management. It is a requirement for academy trusts, but all school organisations should understand risk and have systems for managing risk. At the end of this session, participants will be in a position to start the process of ensuring that the governing board's role in managing risk becomes a routine and secure aspect of their governance role.

1. This workshop will cover:
2. The concept of risk and its management
3. The types of risk relevant to schools and trusts
4. Risk management within your school organisation
5. Identifying and quantifying risk
6. Barriers and challenges to managing risk
7. Next steps

Booking Link: [Click Here](#)



## Panel work: fulfilling the governance role

Date: 23rd March 2022  
Time: 5.00pm - 7.00pm  
Venue: Online Webinar

### Overview:

Sitting on a formal panel is a daunting prospect for governors, trustees, and academy committee members; being required to attend a panel can be equally daunting for senior executive leaders. This workshop includes a walkthrough of a panel reviewing the headteacher's decision to permanently exclude a pupil. At the end of this session, participants should have a clear picture of the guidance and policies they will need to be aware of and be confident that they will be able to navigate the process and make sound decisions.

This workshop will cover:

1. Why panels are needed
2. Roles and expectations of those governing, senior staff and the clerk
3. An outline of the legal, regulatory, policy and guidance framework
4. Principles and starting points – the judicial method
5. Conducting (and chairing) an effective panel meeting
6. Post review meeting actions
7. Next steps

Booking Link: [Click Here](#)

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## Workshop Costs & Funding

All workshops are delivered by an experienced NGA consultant.

Each workshop is £50 per person. These costs are met in full for subscribers to Learners First Schools Partnership.

Subscribers to Learners First Schools Partnership are also provided with access to the NGA Learning Link which offers access to over 50 flexible e-learning modules to help governors, trustees, chairs and clerks develop their governance skills and knowledge.

## Reserve a Place

To reserve a place, embedded links to a booking form are provided under each event or via the summary listing on this page.

Bookings may also be made via the Governance Development page of the Learners First website.

[www.learnersfirst.org/governance](http://www.learnersfirst.org/governance)



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## CPD Summary List & Booking

### Induction for New Governors

Session 1 – 23 September 2021, 5.00pm – 7.00pm

Session 2 – 14 October 2021, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Preparing for Ofsted (Cohort 1)

29 September 2021, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Effective performance management in schools and trusts

7 October 2021, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Effective governance of SEND

3 November 2021, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Introduction to data and school performance measures

9 November 2021, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Discharging the governance responsibility for Pupil Premium

Week commencing 15 November 2021

Booking Link: [Click Here](#)

### Safeguarding: an introduction to the governance role

30 November 2021, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Effective clerking

2 December 2021, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Financial oversight for academy trusts

20 January 2022, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Induction for New Governors

Session 1 – 25 January 2022, 5.00pm – 7.00pm

Session 2 – 15 February 2022, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Preparing for Ofsted

2 February 2022, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### How to manage risk: the governance role

2 March 2022, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

### Panel work: fulfilling the governance role

23 March 2022, 5.00pm – 7.00pm

Booking Link: [Click Here](#)