

Governance CPD Programme 2022/23



“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.”

DfE Governance Handbook (Academy trusts & maintained schools)
Baroness Elizabeth Berridge, Parliamentary Under Secretary of State for Schools

The Governance handbook is guidance from the Department for Education. It should be read alongside the DfE’s ‘Competency Framework for Governance’ which describes the knowledge, skills and behaviours needed for effective governance. The Handbook focuses on key governance and educational policy updates to support governors and is a key resource for reference. There is significant work to be done to get all pupils back on track following the pandemic, 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. For 2022/23 Learners First has continued its partnership 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 2022/23 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 via Zoom by an experienced NGA consultant.



Delivering training in partnership with





CPD Opportunities 2022/23

All sessions are delivered online via Zoom by an experienced NGA consultant.

An introduction to governance for new governors (2 session workshop)

Dates: 29th November 2022 & 07th December 2022
Time: 5.00pm - 7.00pm

Overview:

The introduction to governance programme in two sessions will introduce school governance in a local governing body context 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. Multi academy trust governance
2. The respective roles of members and trustees
3. Good governance behaviours
4. The principles and characteristics of effective governance
5. How to determine the specific role and responsibilities of your local governing body
6. Schemes of delegation and terms of reference
7. Determining your own role
8. What it means to be strategic
9. How to hold leaders to account – question and challenge
10. Effective monitoring and reporting
11. Community engagement and local governance

Completion of the recommended post session activities will allow you to apply what you have learned to your own governance practice to become a more confident local governor.

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Staying strategic: 10 key issues for governance in 2023

Date: 02nd February 2023
Time: 5.00pm - 7.00pm

Overview:

Boards need make sure that they are aware as early as possible of events, government policy changes and other matters which may have strategic implications for their trust or school(s). This horizon scanning should prompt all sorts of questions. Do we need to review our strategy? Is our risk register right? Do we need to review our financial projections? Is our staffing structure right? This session will highlight 10 areas that all governing boards should be aware of as they move into the uncharted waters of 2023, exploring possible implications for those governing and their schools and allowing for some initial discussion of possible responses. Here is a list of nine of the issues to be covered with one space being left to ensure there is space for any burning issue coming to the fore over the next few weeks!

1. The Schools Bill – a stronger and fairer schools system - becoming part of a MAT
2. Community anchoring – getting local governance arrangements right
3. SEND Review: right school, right place, right time
4. Strategic safeguarding
5. School funding shortfall - balancing the budget
6. Improving reading - Ofsted focus
7. The cost of living crisis
8. Possible industrial action on pay
9. Staff wellbeing and workload
10. ?

Booking Link:

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An introduction to data and school performance measures

Date: 16th January 2023
Time: 5.00pm - 7.00pm

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
8. Using internal in-year data
9. Next steps

Booking Link: [Click Here](#)



Preparing for Ofsted – what governors and trustees need to know (primary schools)

Date: 24th January 2023
Time: 5.00pm - 7.00pm

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 in a primary setting, 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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Preparing for Ofsted – what governors and trustees need to know (secondary schools)

Date: Summer term (date to be confirmed)
Time: 5.00pm - 7.00pm

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 in a secondary setting, 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

Safeguarding: an introduction to the governance role

Date: 09th February 2023
Time: 5.00pm - 7.00pm

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. Statutory responsibilities and Keeping children safe in education(KCSiE)
3. How schools and trusts keep children safe – a whole organisation approach
4. Fulfilling the governing board's role - meeting "strategic" safeguarding expectations
5. Online safety and the governance role
6. How to understand the strengths and weaknesses of safeguarding
7. How to monitor
8. What is expected by Ofsted and how to evidence impact
9. Next steps

Booking Link: [Click Here](#)

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An introduction to governance for new governors (2 session workshop)

Dates: 27th February 2023 & 14th March 2023
Time: 5.00pm - 7.00pm

Overview:

The introduction to governance programme in two sessions will introduce school governance in a local governing body context 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:

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6. Schemes of delegation and terms of reference
7. Determining your own role
8. What it means to be strategic
9. How to hold leaders to account – question and challenge
10. Effective monitoring and reporting
11. Community engagement and local governance

Booking Link: [Click Here](#)

Effective performance management in schools and trusts

Date: 08th March 2023
Time: 5.00pm - 7.00pm

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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Understanding pupil premium and the governance role

Date: 23rd March 2023
Time: 5.00pm - 7.00pm

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](#)

Environmental sustainability: the governance role

Date: 24th April 2023
Time: 5.00pm - 7.00pm

Schools have a crucial role in helping to create a sustainable future for our planet and governing boards need to ensure that this happens. This session has been developed to provide boards with the information and inspiration to begin to think about climate action planning in their school or trust.

Many boards want to adopt environmental sustainability as a strategic priority for their school or trust but don't know where to start. This session has been developed to help those governing start meaningful conversations that ultimately result in a tangible climate action plan. At the end of this session participants should have considered the governance role with regards to environmental sustainability and examined their board's approach, begun to think about climate action planning in their organisation, and determined the next steps for their governing board.

This workshop will cover:

1. Context
2. The governing board's role
3. The 4Cs: culture, campus, community, curriculum
4. Developing a climate action plan
5. Next steps

Booking Link: [Click Here](#)

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The effective governance of SEND

Date: 10th May 2023
Time: 5.00pm - 7.00pm

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 and its continuing impact
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](#)



Managing complaints: the governance role

Date: 18th May 2023
Time: 5.00pm - 7.00pm

COVID-19 prompted an increase in the number of complaints. The purpose of the session is for those governing to better understand their roles in relation to various aspects of complaints management from the establishment of a complaints policy and procedure, through the informal stage to the complaints panel stage. The workshop will explore how the governing board can help ensure that informal complaints are minimised, managed, and resolved in such a way as to prevent formal complaints but if, a formal complaint is brought, how to fulfil the panel role effectively.

This workshop will cover:

1. Background and context
2. The complaints policy and procedure framework
3. Informal to formal and appeal – understanding the stages
4. How informal complaints can escalate into formal complaints
5. The governance role in the management and resolution of informal complaints
6. Reducing informal and formal complaints - the governance role
7. Panel work - principles and standards and Equality Act duties
8. Fulfilling the complaints panel role – understanding roles, judicial method and decision making
9. Next steps

Booking Link: [Click Here](#)

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Managing risk: the governance role

Date: 13th June 2023
Time: 5.00pm - 7.00pm

COVID-19 and the cost-of-living crisis serve as a continuing reminders 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.

This workshop will cover:

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

Booking Link: [Click Here](#)

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Financial oversight: for academy trusts

Date: 28th June 2023
Time: 5.00pm - 7.00pm

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. This has never been more important than now and is 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 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, local and committees including local academy 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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DfE Governance documents and useful links



Department
for Education

- [Governance handbook and competency framework](#)

Guidance on the roles and duties of governing boards, and advice on the skills, knowledge and behaviours they need to be effective.

- [Academy trusts: governance](#)

Links to relevant guidance and resources for academy trust governors.

- [Governance structures and roles](#)

An explanation of how governing boards of maintained schools and academy trusts are structured and descriptions of the roles and responsibilities of members.

- [Academy Trust Governance Structures and Role Descriptors](#)

This document is designed to provide high-level information about the roles and responsibilities each structure and person holds in academy trust governance.

Workshop Costs & Funding

All workshops are delivered online via Zoom 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.

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CPD Summary List & Booking

An introduction to governance (for New Governors)

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Session 2 – 07 December 2022, 5.00pm – 7.00pm

An introduction to data and school performance measures

16 January 2023, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

Preparing for Ofsted (primary schools)

24 January 2023, 5.00pm – 7.00pm

Booking Link: [Click Here](#)

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Booking Link:

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