

**Governor Training Programme**

**2021/2022**

**Context:**

The [DfE Governance Handbook](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf) states ‘All boards are responsible for identifying the induction and other ongoing training and development they need’. In addition, the Trust’s Code of Conduct sets out an ethos of professionalism and high expectations of everybody involved in governance, with the expectation that members undertake whatever training or developmental activity is needed to fill gaps in skills and knowledge.

As a Trust, we need to ensure that all Trustees and Governors are provided with access to training to help them develop skills to enable them to make an active and valuable contribution to meetings.

Within the Trust, training is currently completed through various routes, some are through LSP directed training sessions for statutory topics (e.g. safeguarding); through subscriptions such as National Governor Association (NGA) membership and through external, specialised training provided by our Diocese.

**Approach for 2021/22**

Trustees have agreed that there will be a trust wide directed approach for all internal LSP training sessions and that these are arranged prior to the start of each academic year. These sessions will be on a wide variety of subjects which Governors need to be aware of. Training sessions will mainly be delivered by subject specialists within the Trust, but outside facilitators may be sourced on occasion.

In the Summer term, Governors will be asked to complete a training evaluation to enable a training plan to be devised for the next academic year.

**Training through online modules:**

We enrol all our Trustees and governors with the [National Governance Association](https://www.nga.org.uk/Home.aspx), and when you are registered you will receive weekly newsletters to your email address. In addition, online training is available from the NGA website via Learning Link. There you will find a comprehensive range of online modules for completion which are specifically aimed at the strategic overview role Governors have in the organisation. The full list of the training available can be found at the end of this document. If you are unable to register, please contact the NGA [here](https://www.nga.org.uk/Contact-us.aspx) and provide the name of your school and your role and they will send you welcome email. In addition, membership of NGA also provides access to free national and local conferences.

**Whenever any training is completed, please forward a copy of your certificate to your Clerk to Governors so that a record of attended training can be kept.**

**Statutory Governor training:**

All Trustees and Governors upon appointment must complete Safeguarding training, this can be delivered by your school DSL; via the NGA learning module or through a traded services such as [Support Services for Education](https://www.supportservicesforeducation.co.uk/Training). It is expected that Safeguarding training must be completed within a 6-month period of appointment. This training is mandatory and are renewable periodically as requested.

* All Governors and Trustees will receive an annual KCSiE update from their local DSL, with supporting slides provided centrally. This training will be scheduled for Term 1 or 2 at an LGB and be minuted as having taken place by the Clerk.
* Governors appointed to the role of link Safeguarding Governor will have additional training,

As this will become a statutory requirement, it is important that your forward your certificates to your clerk upon completion so that a record can be retained to respond to any external challenge.

**Additional Training**

We appoint link governors to key statutory areas within each school. These are safeguarding, Health and Safety; Special Educational Need and Disability (SEND); PREVENT and GDPR. It is especially relevant for these link governors to ensure they have completed training for these roles and Trustees/Governors may also be invited to any training given to staff in these areas.

**Diocese Training**

All Foundation Governors are asked to complete Diocese ‘Church School Governor Training’ and this training is available as a webinar, as part of a wider CPD offer to schools. You can access further information, including online bookings/event listing on the Education team’s new Eventbrite channel at [Diocese of Bath & Wells Education department Events | Eventbrite](https://www.eventbrite.co.uk/o/diocese-of-bath-amp-wells-education-department-33938472885)

In addition, there is a series online training videos part of the CPD offer to schools and these free to view <https://www.youtube.com/playlist?list=PLvYduF4WrcIDiIddOcHPE5YLObAKaA7RB>

The Diocese can also offer bespoke training for schools on a variety of topics including Wellbeing, Ethos and Ethos Committees, Vision & Values, SIAMS, Governance, Bereavement, Spirituality, Worship, Admissions, Collective Worship, Leadership Development, Vision & Values in a Mixed MAT, RE & Academy Conversion. We also offer a bespoke governance package of training, which can be delivered to a single board or group of boards and the cost will be based on location and the number of people in the group being trained. Please contact [jan.chandler@bathwells.anglican.org](mailto:jan.chandler@bathwells.anglican.org)

**Training for Chairs of Governors**

When a new Chair is appointed, they will be invited to meet in the Autumn term and will be provided with training which will be delivered by the Chair of Trustees. Further, follow up session will be arranged for the rest of year. In addition, all new Chairs will be allocated an experienced Chair ‘mentor’ from another Trust LGB. If a new Chair is appointed mid-year, the Chair of Trustees will act as mentor and provide one-to-one training.

There is an opportunity for Chairs and aspiring Chairs to attend the NGA training which for several years was funded by the DfE. The cost is £500 and there are some cohorts available for the remainder of 2022. At time of writing these courses were only funded by the Department for Education until March 2021.

**New Governor induction**

The Trust holds a session ‘Effective Governance in the Lighthouse Schools Partnership’sessions throughout the year. These sessions introduce how we work as a Trust and go through a range of topics and benefits and you will be invited to the next induction session after your appointment.

**Reading**

All Trustees & Governors:

Governance Handbook (last published 2020) <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf>

Competency Framework for Governance (last published 2017) <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf>

Trustees also need to be aware of:

The DfE Academy Trust Handbook (ATH) <https://assets.publishing.service.gov.uk/media/5f4754ac8fa8f5362e74ba76/Academies_Financial_Handbook_2020.pdf>

And the Trust governing documents; Articles of Association and Master Funding Agreement which can be found on our website [Lighthouse Schools Partnership - Documents](https://www.lsp.org.uk/page/?title=Documents&pid=24)

# LSP Training

Invitations to Teams Virtual training will be sent out by the Governance Officer to all LGB Clerks, who will then forward these on to LGBs. Updates regarding upcoming training will also be sent via regular bulletins.

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| **Event** | **Details** | **Timescale/Term** | **Date** | **Led by** |
| **Chairs’ Development Group** | ~~Three opportunities for discussion through the year:~~  ~~Tuesday, 5 October – 10:30~~  ~~Thursday, 7 October – 19:00~~  ~~Tuesday, 11 January 2022 – 19:00~~  ~~Thursday, 13 January 2022 – 10:30~~  Monday 25th April 7.00-8.30pm  Thurs 28th April 10.30-12.00am | ~~Term 1~~  ~~Term 3~~  Term 5 | ~~5th & 7 October~~  ~~11 & 13 January~~  Mon 25th April 7.00-8.30pm  Thur 28th April 10.30-12.00am | Adele Haysom, Chair of the Trust Board |
| **NEW – Primary Data Training** | Overview of data reporting/assessment/moderation | Term 6 | Tuesday 14th June 6.00-7.30pm | Sharon Roberts – LSP Director of Education |
| **Health & Safety training for governors** | Role of H&S governor   * The Every Compliance dashboard * Legal responsibilities | Term 4 | Tues 8th March 6.00-7.30pm | Louise Malik, Chief Financial and Operating Officer, and Neil Harris, Estates Manager |
| **Effective Governance in the Lighthouse Schools Partnership (New to LSP)** | * Overview of the role of school governors * Exploring how governors work with headteachers * Tips for making a positive difference | Term 4 | Tues 15th March 10.30-12.00pm  Wed 16th March 7.00-8.30pm | Adele Haysom, Chair of the Trust Board, & Gary Lewis, CEO |
| **Role of the Safeguarding Governor** | * Enhanced training for named governors * Training to shadow the level of the DSL | Term 5 | 12th May - 6.00-7.30pm | Janine Ashman - DSL |
| **Role of SENCO Governor**  **Diocese Online Training – How to be a SEND Link Governor** | * Relationship with SENCO, roles and responsibilities of the SENCO and SEN Governor (SEND governor and SENCo to attend)   [How to be an SEN Link Governor - YouTube](https://www.youtube.com/watch?v=2R_lhGbKYrs&list=PLvYduF4WrcIDiIddOcHPE5YLObAKaA7RB&index=7) | Term 5/6 | TBC | Debbie Coker – SEND Lead |
| **~~Financial Reporting for Governors~~** | ~~A governor’s eye view of school finances.~~   * ~~Key reports~~ * ~~The financial year and monitoring points~~ * ~~The questions governors should be asking about current and future spending~~ | ~~Term 4~~ | ~~Wed 30~~~~th~~ ~~March 7.00-8.00pm~~ | ~~Louise Malik, Chief Financial and Operating Officer, and Sue Warneford-Thomson, School Finance Support Manager~~ |
| **Role of the link governor and how this informs the work of the LGB**  **Diocese Online Training – How to be a Link Governor** | Being the link or rep for an area of work   * ‘Checking in and checking on’ * Meetings with school staff * Effective reporting back to the whole LGB * Communicating with the chair and clerk   [How to be a Link Governor - YouTube](https://www.youtube.com/watch?v=RuzMy4S6Aq8&list=PLvYduF4WrcIDiIddOcHPE5YLObAKaA7RB&index=2) | Term 4 | Tue 5th April  7.00-8.30pm | Diocese |
| **Role of Governors in Risk Management** | * Assessing and recording risks: why, how and where? * Acting on risks – mitigation and review * planning ahead of problems | Term 3 or 4 | Tue 3rd May  6.00-7.30pm | Louise Malik, Chief Financial and Operating Officer, & Neill Bird, Compliance Officer |
| **Relationships, Sex and Health Education** | Statutory curriculum on relationships, sex and mental health for pupils and governors’ responsibility to ensure curriculum delivery is as good as it needs to be | Term 5 | TBC | Gary Lewis, CEO |
| **Foundation Governor Training ‘Church School Governance Part 1 & 2)**  **Compulsory for Foundation Governors** | To book onto the webinar/s please register with EventBrite  [Diocese of Bath & Wells Education department Events | Eventbrite](https://www.eventbrite.co.uk/o/diocese-of-bath-amp-wells-education-department-33938472885) |  | Part 1 Thur 10th 3.45pm  Part 2 Thur 24th Mar 4.00pm | Bath & Wells Diocese |
| **Managing Panel Hearings Effectively** | * Administrative support * Role of panel members * Importance of policies and procedures * Format of the meeting to include setting the scene, pre reading, setting the room up, introducing panel to employee/parent * Managing the meeting to include keeping the meeting on track, being in charge of the meeting, keeping the meeting relevant to the allegations/issues only, knowing when to call discussion to a halt and managing the employee/parent and their representative * Sticking to the facts to include focusing on policies rather than feelings * Setting precedents – considering what the decision could mean for the future * Managing difficult individuals/situations * Checklist for panels when coming to decisions * Case study examples – what would you do scenarios | TBC | TBC | TBC |
| **Governors role in Management of Staff and staff wellbeing** | Governance of HR   * Creating a healthy employer culture * Reports from the Civica HR system * Questions for the headteacher and SBM | TBC | TBC  When Civica is operational | Tania Newman, Trust Head of HR and Gary Lewis, CEO |

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