

Lancashire Governor Services

Training and Development Programme 2021 - 2022

FOR GOVERNORS AND
GOVERNING BOARDS/TRUSTS





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Introduction

Welcome to the 2021/22 Lancashire Governor Services Training and Development Programme. Our Training Brochure is produced annually to coincide with the start of the new academic year and to reflect priorities at a national level in school governance.

Governors attending our courses continue to tell us they appreciate the opportunity to meet, share experiences with and learn from other Governors. In the 2020/21 academic year, despite the challenges, we have delivered training to over 2770 Governors in over 116 individual training sessions.

Due to the current climate we are continuing to offer some of our courses via online video conferencing, allowing you to improve your knowledge and skill set from the comfort of your own home. These have proved very popular and more courses are being added to the programme as demand dictates. These can be found by ticking the 'online' field when filtering the course programme on the LPDS website.





Attendance on any of the advertised courses is available to all Governors of schools subscribing to the 2021/22 Lancashire Governor Training and Development Service Level Agreement (SLA).

Governors of non-subscribing schools are welcome to attend courses on a 'pay as you use' basis.

The Tutor Team has a broad spectrum of Lancashire Officers, Teaching and Learning Consultants and Advisers; retired Headteachers; very experienced Chairs of Governors and National Leaders of Governance (NLGs). The external tutors are all serving governors, and many are experienced Chairs of Governors. This brings a wealth of knowledge and experience to ensure that the Team provides up to date and relevant training to meet the needs of the school's development plan for individual Governors and Governing Boards.

In accordance with the Service Level Agreement, your school will be charged the appropriate rate for non-attendance at all courses. It is important that you let us know if you are unable to attend a course (even on the day of the course) and in addition, inform your School Business Manager/ Bursar.

Courses sometimes have reserve lists and we could offer your place to another Governor. In many cases, the quality of the training depends on the number of participants and course presenters need to know in advance of any changes to attendance.

We are always interested in your feedback and suggestions for course areas that we do not currently offer. Please email **lpds@lancashire.gov.uk** with your suggestions.

Courses Offered

(Countywide, School based and Cluster basis)

In January 2017, the Department for Education (DfE) released a non-statutory Competency Framework for effective governance setting out the principles, personal attributes, knowledge and skills that are required to be an effective governor. To support the use of the Competency Framework, we have identified below how attendance at each of our countywide and school based training courses will enable you to demonstrate competence against a particular area of the Framework.

	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Section 1 – Effective Governance							
Are we an Effective Team?	✓	✓	✓	✓	✓	✓	16
Governing Board Self Evaluation and Development	✓	✓	✓	✓	✓	✓	17
Marketing Your School	✓	✓	✓				17
Governing Board/Trust Response to COVID 19 Restrictions	✓	✓	✓	✓	✓	✓	17
New Governor Induction	✓	✓	✓	✓	✓	✓	18
Training and Development Governor Seminar	✓	✓	✓	✓	✓	✓	19
Governor Skills Workshop: Difficult Situations and Courageous Conversations	✓	✓	✓	✓	✓		19
Governor Skills Workshop: Effective School Visits and Challenging Questions	✓	✓	✓	✓	✓	✓	20
Governor Skills Workshop: Making Difficult Decisions on Governor Panels	✓	✓	✓	✓	✓	✓	21
Developing Smarter Governance	✓	✓	✓			✓	22
Section 2 – Strategic Leadership							
Chairs' Course – Stepping Up	✓	✓	✓	✓	✓	✓	24
Chairs' Course – Leading the Board	✓	✓	✓	✓	✓	✓	23
Vision, Strategy and Values	✓	✓	✓		✓	✓	25
Chairs' Forum	✓	✓	✓	✓	✓	✓	26



	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Section 3 – Accountability							
Finance for Maintained Schools (including the SFVS)	✓	✓	✓	✓	✓	✓	28
Section 4 – Compliance							
Appraisal and Pay Committees for Governors	✓		✓	✓	✓		30
Through but Fair – a confidence building course for governors involved in Headteacher Appraisal	✓	✓	✓	✓	✓	✓	31
Primary Curriculum for Governors	✓	✓	✓		✓	✓	31
Secondary Curriculum for Governors	✓	✓	✓		✓	✓	32
The Vulnerable Child: A Guide for Governors	✓	✓	✓	✓	✓	✓	32
Health and Safety Responsibilities for Governors	✓	✓			✓	✓	33
Conducting Investigations	✓	✓	✓	✓	✓	✓	34
Online Safety for Governors	✓	✓			✓	✓	35
Safer Recruitment for Governors	✓	✓			✓	✓	36
Special Educational Needs and Disability for Governors	✓	✓			✓	✓	36
Staff Discipline, Grievance, Capability and Attendance for Governors	✓	✓			✓	✓	37
WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors	✓	✓			✓		37
Child Protection and Safeguarding for Governors	✓	✓	✓		✓	✓	38



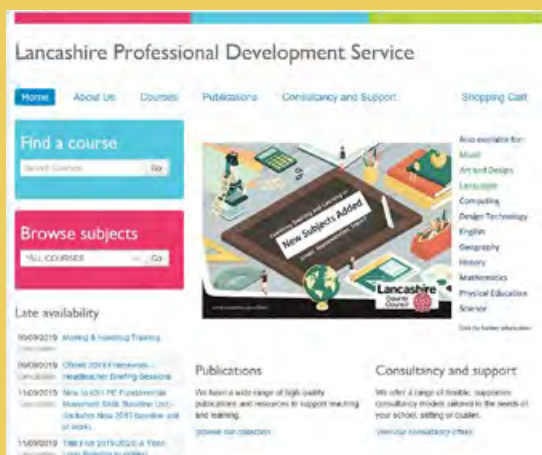
	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Section 5 – Evaluation							
Inspection – Understanding an OfSTED Inspection for Governors	✓	✓	✓		✓	✓	40



Applying for a Countywide Course

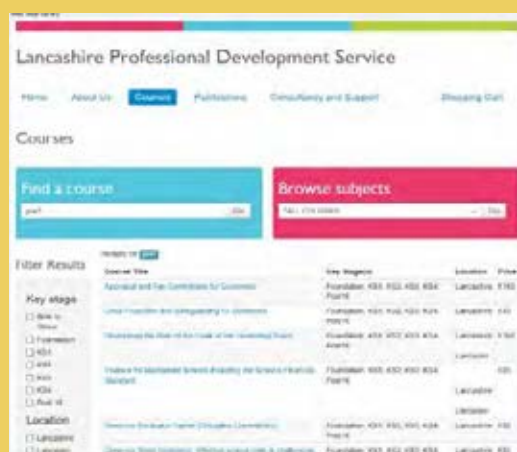
How do I book onto a Course?

The easiest way to book a Governor Training Course is to book online at www.lancashire.gov.uk/lpds. This enables you to book courses in the evening and weekends at a time that is convenient for you.



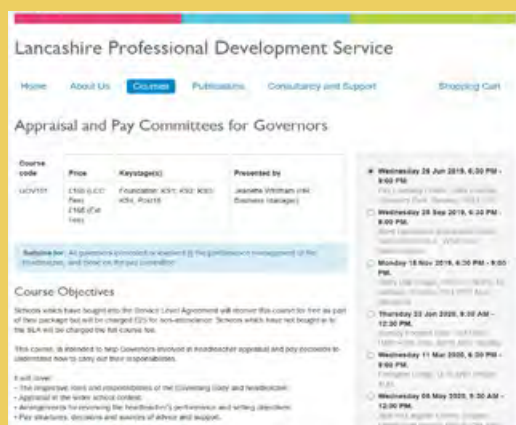
To search for a course by keyword and/or subject area, please enter GOV in the 'Find a course' blue box. If you know the course code (for example GOV101) you can enter this in the box to direct you to that specific course.

Alternatively, please select Governor Training from the drop down list in the pink 'Browse subjects' box.



All current courses are listed on this page. The list automatically updates as new courses are added into the programme throughout the academic year.

In the left hand column under location you can select 'online' to filter the courses that are available to be undertaken from home via an online video conferencing platform.



Please select the course you wish to book from the list, click on 'Book it' to commence the application process and you will automatically be taken through to the course summary and booking page.



Then, please select ONE from either:

Schools within Lancashire


The application form will request your Lancashire District and School Number. These can be obtained directly from your school and it is worth keeping a note of your District/School Number for future reference.

By selecting this option, the charge for attending the training will be billed directly to your school if your School DOES NOT buy into the Governor Service's Training and Development SLA.

Self-funded applications

By selecting this option, the charge will not be billed to your school and you will receive an invoice for the training.

As a result of your feedback, you can now tick to receive an email acceptance or rejection letter direct to your personal email address as well as course correspondence via the Schools' Portal. This email will be sent two to three weeks prior to the course date.



Course confirmation letters will also continue to be sent to the “My Schools Folder” within the Schools’ Portal two to three weeks prior to a course. If you have not received a confirmation letter or email by that point, please contact the Customer Support Team on 01257 516100 or lpds@lancashire.gov.uk to check if your application is successful.

We have also designed a “Remember Me” function within the booking system. This means that if you tick this box, the system will remember your school and personal details and so for every online booking you make in the future, you will not need to re-enter your personal details.

If a course is cancelled, you will be given as much notice as possible and offered, where possible, an alternative training session.

Where can I find my Governing Board’s Training Record?

It is important to remember that the most definitive record of your governors’ training should be kept by the Training and Development Governor who should be updated when a governor has attended training.

We are able to provide confirmation of attendance on countywide courses by emailing [**lpds@lancashire.gov.uk**](mailto:lpds@lancashire.gov.uk).

School Based and Cluster Courses

Many of our courses can be presented by a member of the Tutor Team at your school at a date and time to suit your Governing Board. These Courses can be bespoke to your Governing Board, using your school's own data and reports to focus on key areas or issues that are impacting upon your school.

How do I arrange School Based Training?

It is essential that the Training and Development Governor has selected suitable dates and times to ensure maximum attendance before contacting the Governor Training and Development Team. To deliver effective training, ideally a minimum of 8 governors should be present.

The Governor Training and Development Team should be contacted at least eight weeks prior to the preferred date(s) and time(s) to discuss the school's requirements

Contact the training team on:

Tel: 01257 516100

Email: lpds@lancashire.gov.uk

What happens next?

Once the date(s) and time(s) have been agreed, the Training and Development Governor and Headteacher will receive written confirmation from the Governor Training and Development Team and will be asked to inform the whole Governing Board of the session. It is essential that the venue has been confirmed, including arrangements for refreshments and/or presenter equipment.

Prior to the course, the Tutor will be in contact with the Training and Development Governor (or nominated governor) to discuss the individual requirements of the Governing Board and finalise arrangements for the event.

How do I arrange Cluster Training?

During the booking process for your course, please inform the Training and Development Team if you are planning to invite the governors from other local schools to the session.

Should any of the schools participating in the cluster training not purchase the Governor Training and Development SLA, a 'pay as you use' charge will be made to that school.

Dependant on the nature of the course, a cluster training session may not be appropriate as you may wish to maintain the confidentiality of your school's data for example. In this instance, consideration of the countywide course programme for governors may be more appropriate.



E-Learning for Governors (NGA Learning Link)

Schools that purchase the Lancashire Governor Training and Development Service Level Agreement (SLA) are entitled to free access to the National Governance Association (NGA) e-learning platform. This is called 'Learning Link'. It provides over 50 interactive and engaging modules for your entire board to use. For schools that do not purchase the Lancashire SLA, the individual annual subscription to the NGA for this service is currently £169.

Governors should register to access the e-learning at:
<https://nga.vc-enable.co.uk/Register>

For ease, the modules have been split into core areas that cover:

- Structures, Roles and Responsibilities
- Good Governance
- Vision, Ethos and Strategic Direction
- Pupil Success and Wellbeing
- Collaborating with Partners
- Executive Leaders
- The Best Use of Resources
- Compliance
- Clerking
- MATs

If governors have any problems registering, please call the NGA team:

Tel: 0121 237 3780 (option 3)

Email: learninglink@nga.org.uk

nga
learninglink



Section 1 - Effective Governance





Are we an Effective Team?

Course Description

- How do we create an effective team of Governors?
- Can we identify future actions to develop the effectiveness of the Governing Board/Trust and it's ability to work as a team?

 Countywide

 School Based

 Cluster

 Video Conferencing



Governing Board Self Evaluation and Development

Course Description

This course normally follows on from the 'Are we an Effective Team?' course to help the Governing Board manage and prioritise its own development. The Governing Board examines in detail its roles and responsibilities, and, with the aid of an experienced Tutor, to audit current practice and effectiveness. We advise a gap of at least two terms between the courses. The aim is to develop an agreed action plan that the Governing Board is committed to achieving.

X Countywide

✓ School Based

X Cluster

✓ Video Conferencing

Marketing Your School

Course Description

On an individual basis the course considers:

- different drivers for different schools;
- what the school is promoting;
- to whom is your 'pitch' aimed at;
- what strategies or techniques fit the bill; and
- what happens afterwards and assessing effectiveness.

X Countywide

✓ School Based

X Cluster

✓ Video Conferencing

Governing Board/Trust Response to COVID 19 Restrictions

Course Description

- This course is designed to allow you to reflect on your response to COVID 19 and judge the effect it has had on your ability to function as you would have done in normal times.
- The answers should allow you to reflect on the impact you have had on your school/academy during this period and also make you aware of any area needing attention.
- From the information recorded, it could also be possible to develop an action plan if required.

X Countywide

✓ School Based

X Cluster

✓ Video Conferencing

New Governor Induction

Course Description

This course will provide Governors with:

- an understanding of strong and effective governance;
- improved knowledge of the statutory responsibilities of Governors;
- help Governors in supporting school improvement; and
- understanding the differences between the roles of Headteacher and Governors.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

This course will examine the statutory duties and responsibilities of Governors and give Governors greater confidence and understanding in:

- supporting school improvement;
- corporate responsibilities such as school finances;
- the role of nominated governors; and
- the inspection process.

Date/Time	Venue	Course Activity Reference GOV116
Tuesday 28 September 2021, 6:30pm – 9:00pm	Online video conferencing	
Wednesday 6 October 2021, 9:30am – 12:00pm	Burnley Football Club	
Saturday 16 October 2021, 10:00am – 12:30pm	Online video conferencing	
Monday 1 November 2021, 1:30pm – 4:00pm	Online video conferencing	
Saturday 20 November 2021, 10:00am – 12:30pm	Online video conferencing	
Thursday 25 November 2021, 1:30pm – 4:00pm	Forrest Hills, Lancaster	
Friday 3 December 2021, 9:30am – 12:00pm	Best Western Leyland Hotel	
Wednesday 15 December 2021, 6:30pm – 9:00pm	Online video conferencing	
Saturday 8 January 2022, 10:00am – 12:30pm	Online video conferencing	
Thursday 20 January 2022, 1:30pm – 4:00pm	Online video conferencing	
Monday 31 January 2022, 6:30pm – 9:00pm	Online video conferencing	
Friday 4 February 2022, 9:30am – 12:00pm	Burnley Football Club	
Tuesday 22 February 2022, 1:30pm – 4:00pm	Forrest Hills, Lancaster	
Wednesday 16 March 2022, 6:30pm – 9:00pm	Best Western Leyland Hotel	
Monday 25 April 2022, 1:30pm - 4:00pm	Online video conferencing	
Saturday 14 May 2022, 10:00am - 12:30pm	Online video conferencing	
Thursday 26 May 2022, 6:30pm - 9:00pm	Burnley Football Club	
Tuesday 7 June 2022, 9:30am - 12:00pm	Forrest Hills, Lancaster	
Wednesday 29 June 2022, 6:30pm - 9:00pm	Online video conferencing	
Friday 8 July 2022, 1:30pm - 4:00pm	Jack McLaughlin Centre, Corpus Christi High School, Preston	

A Seminar for Training and Development Governors

Course Description

- To develop an understanding of the role of the Training and Development governor.
- To identify the key responsibilities and how to put them into practice.
- To develop an awareness of the training opportunities, resources and support offered by LCC Governor Services and how to access them.
- To identify action to improve your Governing Boards effectiveness.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV151
Wednesday 27 October 2021, 9:30am – 12:00pm	Online video conferencing	
Monday 22 November 2021, 10:00am – 12:30pm	Online video conferencing	
Saturday 26 February 2022, 10:00am – 12:30pm	Online video conferencing	
Wednesday 18 May 2022, 6:30pm – 9:00pm	Online video conferencing	

Governor Skills Workshop: Difficult Situations and Courageous Conversations

Course Description

- To identify a range of difficult situations that that can arise in Governing Boards.
- To explore how governors can help to resolve these situations and maintain good working relationships.
- To build confidence to prepare and address courageous conversations, where necessary, that deliver successful outcomes.
- To practice skills and techniques through case study examples and discussion.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV154
Wednesday 13 October 2021, 9:30am – 12:00pm	Online video conferencing	
Tuesday 16 November 2021, 6:30pm – 9:00pm	Online video conferencing	
Tuesday 8 February 2022, 6:30pm – 9:00pm	Online video conferencing	
Saturday 19 March 2022, 10:00am – 12:30pm	Best Western Leyland Hotel	
Thursday 12 May 2022, 10:00am – 12:30pm	Online video conferencing	
Saturday 2 July 2022, 10:00am – 12:30pm	Burnley Football Club	

Governor Skills Workshop: Effective School Visits and Challenging Questions

✓ Countywide

✓ School Based

✓ Cluster

✓ Video Conferencing

Course Description

The course will:

- clarify the purpose of school visits and challenging questions within the context of the Governing Board's core functions;
- identify the requirements of the Code of Conduct and the School's policies and procedures and best practice for visits (both actual and virtual) to ensure that they are focussed on the Board's priorities and improvement plans and how they are working;
- practise the skills of preparation, visits and feedback and reinforce the importance of challenging questions in holding Executive Leaders to account;
- explore and practise a range of questioning techniques for different situations; and
- reinforce the links between insights gained through visits and robust accountability and challenging questions where necessary.

Date/Time	Venue	Course Activity Reference GOV106
Wednesday 29 September 2021, 6:30pm – 9:00pm	Online video conferencing	
Tuesday 19 October 2021, 9:30am – 12:00pm	Burnley Football Club	
Saturday 27 November 2021, 10:00am – 12:30pm	Online video conferencing	
Monday 10 January 2022, 1:30pm – 4:00pm	Online video conferencing	
Thursday 3 February 2022, 6:30pm – 9:00pm	Online video conferencing	
Friday 29 April 2022, 9:30am – 12:00pm	Online video conferencing	
Saturday 21 May 2022, 10:00am – 12:30pm	Online video conferencing	
Monday 27 June 2022, 6:30pm – 9:00pm	Forrest Hills, Lancaster	

Governor Skills Workshop: Making Difficult Decisions on Governor Panels

✓ Countywide

✓ School Based

✓ Cluster

✓ Video Conferencing

Course Description

The course will:

- identify the different types & functions of governor panels;
- outline the common principles & procedures to be followed;
- explain the roles of the Chair of the panel, Clerk, HR & other Specialist Advisers;
- practice the skills of listening to presentations & asking the right questions;
- outline the processes for making decisions, recording the rationale & delivering outcomes; and
- practice decision making skills using case studies.

Governors are asked to sit on a wide range of occasional committees or panels with a decision-making role including Pupil Discipline, Staff Discipline, Staff Grievance, Disciplinary Appeals, Parental Complaints, Pay Appeals, etc.

All of these have common features and approaches but, because these committees tend to meet infrequently, governors may have little knowledge or experience of having to make difficult decisions in sometimes challenging cases.

Using case studies, exercises and discussion, this workshop will develop governors' knowledge and skills around the procedures used and the processes for reaching fair, reasonable and defensible decisions.

Date/Time	Venue	Course Activity Reference GOV132
Monday 22 November 2021, 9:30am – 12:00pm	Online video conferencing	
Thursday 9 December 2021, 1:30pm – 4:30pm	Online video conferencing	
Saturday 5 February 2022, 9:30am – 12:00pm	Best Western Leyland Hotel	
Tuesday 29 March 2022, 6:30pm – 9:00pm	Online video conferencing	
Wednesday 4 May 2022, 1:30pm – 4:00pm	Forrest Hills, Lancaster	
Saturday 2 July 2022, 9:30am – 12:00pm	Burnley Football Club	

Developing Smarter Governance

Course Description

Aims of this course

- To remind the Governing Board of the three core functions of governance.
- To evaluate how and how well they operate.
- To look at the structure of great governance.
- To define and refine leadership and accountability.
- To look at how the Governing Board can develop individually and collectively.

✓ Countywide

✓ School Based

✓ Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV155
Friday 22 October 2021, 1:30pm – 4:00pm	Online video conferencing	
Saturday 26 February 2022, 10:00am – 12:30pm	Online video conferencing	
Tuesday 17 May 2022, 6:30pm – 9:00pm	Online video conferencing	

Section 2 - Strategic Leadership



Chairs' Course – Stepping up – a course for new and aspiring chairs

Course Description

This course aims to explain:

- the role of the Chair of Governors;
- clarity of vision and strategy;
- leading the board and leading meetings;
- working with the Headteacher; and
- the role of the Vice/Deputy Chair.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV102
Wednesday 6 October and Wednesday 13 October 2021, 1:30pm – 4:00pm	Online video conferencing	
Thursday 13 January and Thursday 20 January 2022, 6:30pm – 9:00pm	Online video conferencing	
Monday 21 March and Monday 28 March 2022, 9:30am – 12:00pm	Online video conferencing	
Saturday 7 May and Saturday 14 May 2022, 10:00am – 12:30pm	Online video conferencing	
Wednesday 6 July and Wednesday 13 July 2022, 6:30pm – 9:00pm	Online video conferencing	

Chairs' Course – Leading the Board – a course for experienced chairs

Course Description

This course considers:

- how is it going? – An honest appraisal;
- are your vision and strategy clear to all?
- are you strategic and not operational?
- does your board have a culture of learning and development?
- does your board have a culture of questioning and challenge?
- does your board have a culture of evaluation and review?
- succession planning; and
- preparing for Inspection.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV114
Saturday 13 November and Saturday 20 November 2021, 10:00am – 12:30pm	Online video conferencing	
Tuesday 22 February and Wednesday 2 March 2022, 6:30pm – 9:00pm	Online video conferencing	
Tuesday 14 June and Tuesday 21 June 2022, 1:30pm – 4:00pm	Lancashire FA, Leyland	

Vision, Strategy and Values – Scanning the Horizon

Course Description

The course will explore:

- why do schools need a vision?
- what should a vision statement say?
- whose vision should it be?
- how do we get started?
- from vision to strategy; and
- living our values on the journey.

✓ Countywide

✓ School Based

✓ Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV109
Thursday 2 December 2021, 6:30pm – 9:00pm	Online video conferencing	
Wednesday 2 February 2022, 9:30am – 12:00pm	Online video conferencing	
Saturday 5 March 2022, 9:30am – 12:00pm	Best Western Leyland Hotel	
Monday 20 June 2022, 1:30pm – 4:00pm	Online video conferencing	

Chairs' Forum

Course Description

Chairs of Governing Boards are once again welcome to book on to a convenient session of the term's Chairs' Forum which will once again be held online with the Head of Service and other supporting Officers to update Chairs of Governors.

Delegates are welcome to book onto any session each term that is convenient to them. If the Chair of Governors cannot attend the session, then the Vice Chair of Governors is welcome to attend in their place.

The agenda will change each term, however the content for each session within that term will be the same.

✓ Countywide

✗ School Based

✗ Cluster

✓ Video Conferencing

Autumn Term Date/Time	Venue	Course Activity Reference GOV423
Thursday 4 November 2021, 5:00pm – 6:30pm	Online video conferencing	
Tuesday 9 November 2021, 5:00pm – 6:30pm	Online video conferencing	
Thursday 11 November 2021, 6:00pm – 7:30pm	Online video conferencing	

Spring Term Date/Time	Venue	Course Activity Reference GOV423
Tuesday 1 March 2022, 5:00pm – 6:30pm	Online video conferencing	
Thursday 3 March 2022, 5:00pm – 6:30pm	Online video conferencing	
Tuesday 8 March 2022, 6:00pm – 7:30pm	Online video conferencing	

Summer Term Date/Time	Venue	Course Activity Reference GOV423
Thursday 9 June 2022, 5:00pm – 6:30pm	Online video conferencing	
Tuesday 14 June 2022, 5:00pm – 6:30pm	Online video conferencing	
Thursday 16 June 2022, 6:00pm – 7:30pm	Online video conferencing	

Section 3 - Accountability



Finance for Maintained Schools (including the Schools Financial Value Standard)

✓ Countywide

✓ School Based

✓ Cluster

✓ Video Conferencing

Course Description

By the end of the session delegates should understand:

- the respective roles and responsibilities of the Governing Board, school staff and Local Authority (LA) relating to finance;
- the principles and sources of school funding;
- the key elements of budget setting and budget monitoring linked to school improvement;
- the requirements of the Schools Financial Value Standard (SFVS); and
- the principles of good financial management and value for money in schools.

Date/Time	Venue	Course Activity Reference GOV147
Tuesday 19 October 2021, 6:30pm – 9:00pm	Online video conferencing	
Wednesday 3 November 2021, 9:30am – 12:00pm	Online video conferencing	
Monday 31 January 2022, 1:30pm – 4:00pm	Online video conferencing	
Thursday 3 February 2022, 9:30am – 12:00pm	Best Western Leyland Hotel	
Tuesday 24 May 2022, 1:30pm – 4:00pm	Ribby Hall, Wrea Green, Nr Kirkham	
Thursday 9 June 2022, 6:30pm – 9:00pm	Burnley Football Club	



Section 4 - Compliance



Appraisal and Pay Committees for Governors

Course Description

This course is intended to help Governors involved in headteacher appraisal and pay decisions to understand how to carry out their responsibilities.

✓ Countywide

✗ School Based

✗ Cluster

✓ Video Conferencing

It will cover:

- the respective roles and responsibilities of the Governing Body and headteacher;
- appraisal in the wider school context;
- arrangements for reviewing the headteacher's performance and setting objectives; and
- pay structures, decisions and sources of advice and support.

Date/Time	Venue	Course Activity Reference GOV101
Thursday 11 November 2021, 6:30pm – 9:00pm	Online video conferencing	
Wednesday 26 January 2022, 9:30am – 12:00pm	Best Western Leyland Hotel	
Thursday 7 April 2022, 6:30pm – 9:00pm	Online video conferencing	
Tuesday 10 May 2022, 6:30pm – 9:00pm	Burnley Football Club	
Thursday 30 June 2022, 9:30am – 12:00pm	Online video conferencing	

“Good guidance information, and well presented in a clear and understandable way.”
Foundation Governor – attended online Appraisal and Pay course March 2021

Thorough, but Fair – a confidence building course for governors involved in Headteacher appraisal

Course Description

✓ Countywide

✓ School Based

✓ Cluster

✓ Video Conferencing

This course is based upon on the requirement of the Teacher's Pay & Conditions document, the Governance Handbook, recent guidance and the three core functions of governance to emphasise the governor's role in the Headteacher's Appraisal process and the need to support as well as challenge the Headteacher in their leadership of the school.

- The course will cover the vision and priorities of the School, what Governors need to know before they are involved in a Headteacher's Appraisal and accessing the information required to make an informed decision in order to form the basis of an effective and robust appraisal process.
- The course will also cover how objectives should be arrived at, provide an understanding of what is meant by a SMART target and associated CPD and that these guiding principles form the basis of clear and sharp Headteacher targets alongside the wellbeing of the Headteacher in the process
- The course will also focus upon the pursuit of the school's vision, reviewing targets throughout the year and dealing with targets that aren't met.

Date/Time	Venue	Course Activity Reference GOV149
Monday 27 September 2021, 9:30am – 12:00pm	Online video conferencing	
Saturday 16 October 2021, 9:30am – 12:00pm	Online video conferencing	
Tuesday 21 June 2022, 6:30pm – 9:00pm	Online video conferencing	
Thursday 7 July 2022, 1:30pm – 4:00pm	Online video conferencing	

Primary Curriculum for Governors

Course Description

This course provides an introduction to the primary school curriculum and the responsibilities of the Governing Body.

The course explores:

- the primary school National Curriculum;
- implications from the most recent Ofsted inspection framework;
- the Governing Body's duties and responsibilities in respect of the curriculum; and
- ways in which governors can contribute to the monitoring and evaluation of their curriculum.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV104
Thursday 11 November 2021, 9:30am – 12:00pm	Lancashire FA, Leyland	
Tuesday 1 March 2022, 6:30pm – 9:00pm	Online video conferencing	
Thursday 12 May 2022, 9:30am – 12:00pm	Burnley Football Club	

Secondary Curriculum for Governors

Course Description

- What do we mean by the secondary school curriculum and what does it contain?
- What are the statutory elements of the curriculum?
- What are the requirements of the Education Inspection Framework?
- What are the implications for school leaders and governors?

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV204
Monday 17 January 2022, 6:30pm – 9:00pm	Online video conferencing	

The Vulnerable Child: A Guide for Governors

Course Description

This Course will cover:

- an understanding of the groups of pupils/students in your school;
- understanding the needs of vulnerable groups in your school;
- understanding how governors can help to challenge and support school leaders; and
- identifying the next steps.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV152
Monday 27 September 2021, 1:30pm – 3:30pm	Online video conferencing	
Tuesday 23 November 2021, 6:30pm – 8:30pm	Online video conferencing	
Thursday 3 February 2022, 4:30pm – 6:30pm	Online video conferencing	
Tuesday 29 March 2022, 6:30pm – 8:30pm	Online video conferencing	
Thursday 12 May 2022, 1:00pm – 3:00pm	Online video conferencing	
Thursday 30 June 2022, 6:30pm – 8:30pm	Online video conferencing	

Health and Safety Responsibilities for Governors

Course Description

This course will look at both the Health and Safety and premises responsibilities for Governors and will cover:

Health and Safety

- The legal requirements.
- The duties and responsibilities of the Governing Board.
- The implementation of good safety practice.
- The health and safety policy, its operation, management and monitoring.

Premises

This part of the course looks at the relative roles of all partners in providing suitable school premises, the responsibilities and duties of the governing board and sources of support.

This course will also apply to members of Committees with health and safety or premises responsibilities.

✓ Countywide

X School Based

X Cluster

X Video Conferencing

Date/Time	Venue	Course Activity Reference GOV119
Thursday 13 January and Thursday 20 January 2022, 6:30pm – 9:00pm	Best Western Leyland Hotel	
Thursday 24 March and Thursday 31 March 2022, 6:30pm – 9:00pm	Lancashire FA, Leyland	
Thursday 11 May and Thursday 19 May 2022, 6:30pm – 9:00pm	Jack McLaughlin Centre, Corpus Christi High School, Preston	
Thursday 30 June and Thursday 7 July 2022, 6:30pm – 9:00pm	Burnley Football Club	

“ A re-enforcement of previous knowledge taught and applied in previous professional employments but with the added insight of how this applies to a school setting.”

Governor – attended online Health and Safety course March 2021

Conducting Investigations

Course Description

The aims of the course are for governors to:

- understand the importance of a fair and thorough investigation;
- know how to plan and organise an investigation effectively;
- know how to gather and evaluate evidence objectively, balancing conflicting and corroborating information, including interviewing complainants, witnesses and respondents;
- dealing with evidence and evaluate and present your findings;
- deal with issues such as confidentiality, anonymity and second-hand evidence.

Delegates will learn about best practice and the requirements of the law and in the full day, face to face version of this course take part in a workshop which will focus on planning an investigation, gathering and assessing evidence, interviewing techniques and evaluating and presenting the findings.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV108
Friday 12 November 2021, 9:30am – 12:00pm	Online video conferencing	
Friday 4 February 2022, 9:30am – 12:00pm	Online video conferencing	
Friday 10 June 2022, 9:30am – 4:00pm	Lancashire FA, Leyland	

Online Safety for Governors

Course Description

Technological developments and the increased availability of web-enabled devices have brought many benefits and opportunities for children and schools. The increased access to the Internet has also brought safeguarding implications for schools to consider and deal with.

✓ Countywide

✓ School Based

✓ Cluster

✓ Video Conferencing

This course provides an up-to-date overview of online safety for primary schools. It looks at the range of online safety risks that affect pupils and school staff. It will also look at key safeguarding documents, Ofsted recommendations, online safety policy development and ways that schools can support both pupils and parents in this area of safeguarding.

The content of this course will include:

- current news and discussion of key documents, Ofsted recommendations, research and statistics relating to online safety;
- key features of evaluating online safety policies;
- online safety risks to pupils including grooming, fake news, self-harm and gaming;
- professional reputation and staff professional development; and
- online safety resources specifically created to support governors.

Date/Time	Venue	Course Activity Reference GOV121
Thursday 27 January 2022, 6:30pm – 9:00pm	Online video conferencing	
Wednesday 4 May 2022, 6:30pm – 9:00pm	Online video conferencing	

Safer Recruitment for Governors

Course Description

Following the recommendations of the Richard Report, this course fulfils the requirement to address safer recruitment in schools.

It covers:

- understanding the principles of abuse;
- safer recruitment processes and making the right decisions; and
- building a culture of vigilance in your school.

This course complies with the Department for Education (DfE) training requirements that recruitment panels have at least one person drawn from the school staff or Governing Board who has been trained in safer recruitment. It is NOT a requirement that ALL Governors are trained in safer recruitment. Delegates MUST read Part One of the Keeping Children Safe in Education 2021 Document before they attend the training session.

It is recommended that the governor with responsibility for Safer Recruitment undertakes training every 2 years.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV112
Thursday 14 October 2021, 9:30am – 4:00pm	Best Western Leyland Hotel	
Wednesday 17 November 2021, 9:30am – 4:00pm	Online video conferencing	
Tuesday 23 November 2021, 9:30am – 4:00pm	Lancashire FA, Leyland	
Monday 7 February 2022, 9:30am – 4:00pm	Burnley Football Club	
Saturday 23 April 2022, 10:00am – 4:00pm	Online video conferencing	
Wednesday 8 June 2022, 9:30am – 4:00pm	Online video conferencing	
Thursday 9 June 2022, 9:30am – 4:00pm	Forrest Hills, Lancaster	

“Very helpful instructors. Nothing was too much trouble for them to explain.”
Chair of Governors – attended online Safer Recruitment course March 2021

Special Educational Needs and Disability for Governors

Course Description

This updated course examines:

- the role of the SEN governor and the Governing Board;
- the legal framework;
- SEN and Disability in practice, looking particularly at inclusion, self-evaluation and the effective;
- contribution to the development of school based provision; and
- the funding arrangements for SEN locally.

✓ Countywide

✓ School Based

X Cluster

✓ Video Conferencing

Date/Time	Venue	Course Activity Reference GOV113
Wednesday 8 December 2021, 9:30am – 12:00pm	Online video conferencing	

Staff Discipline, Grievance, Capability and Attendance for Governors

✓ Countywide

✗ School Based

✗ Cluster

✓ Video Conferencing

Course Description

This course will provide governors with:

- improved knowledge of the County Council's HR policies and procedures regarding discipline, grievance, attendance and capability for staff based in schools; and
- improved understanding of the governor's role in facilitating and implementing the County Council's HR policies and procedures for school staff.

This course examines the legal requirements of the County Council's HR policies for staff employed in schools (teaching and non-teaching). It considers the duties and responsibilities of the Governing Board as an employer.

The key stages of discipline, grievance, capability and attendance will be considered and governors will understand their role in the effective management of HR policies and procedures in schools.

Date/Time	Venue	Course Activity Reference GOV117
Tuesday 23 November 2021, 6:00pm – 9:00pm	Online video conferencing	
Tuesday 12 April 2022, 9:30am – 12:30pm	Best Western Leyland Hotel	
Tuesday 21 June 2022, 6:00pm – 9:00pm	Online video conferencing	

WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors

✓ Countywide

✗ School Based

✗ Cluster

✓ Video Conferencing

Course Description

The aims of this WRAP Workshop are to:

- raise awareness of the PREVENT Strategy;
- using existing safeguarding processes to recognise vulnerable individuals that may need support;
- raise awareness of the current threat;
- the use of the internet to promote terrorist ideologies; and
- the referral process.

Date/Time	Venue	Course Activity Reference GOV127
Thursday 4 November 2021, 6:30pm – 8:30pm	Online video conferencing	
Monday 17 January 2022, 6:30pm – 8:30pm	Online video conferencing	
Wednesday 30 March 2022, 1:30pm – 3:30pm	Online video conferencing	
Thursday 26 May 2022, 6:30pm – 8:30pm	Online video conferencing	

Child Protection and Safeguarding for Governors

Course Description

This is a practical and interactive session which will encourage Governors to think about the role the Governing Board has with regards to safeguarding.

✓ Countywide

X School Based

X Cluster

✓ Video Conferencing

This course will:

- provide an oversight to Safeguarding expectations in an education setting;
- gain a clear understanding of legislation and guidance that underpins safeguarding in schools;
- gain an understanding of the role and expectations of the Governing Board in relation to safeguarding in schools; and
- develop a realistic understanding of safeguarding issues that schools deal with on a day to day basis and strategies to manage such issues.

ONLY the Lead Governor for Safeguarding and Child Protection should attend this Course. It is NOT a requirement that ALL Governors are trained in Safeguarding and Child Protection. Lead Governors for Child Protection and Safeguarding MUST read Part One of the Keeping Children Safe in Education 2020 Document before they attend the training session.

It is recommended that the governor with responsibility for Child Protection and Safeguarding undertakes training every 2 years.

Date/Time	Venue	Course Activity Reference GOV103
Friday 8 October 2021, 9:30am – 12:00pm	Online video conferencing	
Thursday 11 November 2021, 6:30pm – 9:00pm	Online video conferencing	
Tuesday 18 January 2022, 9:30am – 12:00pm	Online video conferencing	
Thursday 17 March 2022, 6:30pm – 9:00pm	Online video conferencing	
Thursday 5 May 2022, 9:30am – 12:00pm	Best Western Leyland Hotel	
Thursday 23 June 2022, 6:30pm – 9:00pm	Burnley Football Club	

“ Understanding the role of Governors, being aware of all the important documents and guidance supplied by LCC in order to protect our Children.”

Chair of Governors – attended online Safer Foundation Governor
– attended online Child Protection course March 2021

Section 5 - Evaluation



Inspection - Understanding an Ofsted Inspection for Governors

Course Description

This revised course covers the recent changes to Ofsted inspections.

Ofsted enables a single Inspector to visit the school to provide an independent, external evaluation of the standards achieved by pupils, the quality of education provided and the quality of leadership and management.

This course:

- covers the new inspection process and framework from September 2019;
- explains the purpose of inspection in the process of school improvement;
- enables governors to evaluate the ways in which they support school improvement and communicate this to the inspection team; and
- details the role of the Governing Board in the inspection process - before, during and after the inspection.

✓ Countywide

✓ School Based

✓ Cluster

X Video Conferencing

Date/Time	Venue	Course Activity Reference GOV107
Thursday 7 October 2021, 6:30pm – 9:00pm	Lancashire FA, Leyland	
Thursday 14 October 2021, 6:30pm – 9:00pm	Burnley Football Club	
Thursday 25 November 2021, 9:30am – 12:00pm	Forrest Hill, Lancaster	
Thursday 3 February 2022, 6:30pm – 9:00pm	Best Western Leyland Hotel	
Thursday 24 March 2022, 6:30pm – 9:00pm	Oswaldtwistle Mills, Accrington	
Thursday 28 April 2022, 6:30pm – 9:00pm	Forrest Hill, Lancaster	
Thursday 16 June 2022, 6:30pm – 9:00pm	Lancashire FA, Leyland	

"The whole course was very useful the resources are good to re-read and share with other governors."

Governor – attended online Inspection course March 2021

Important note – Covid-19

In consideration of Covid-19 please note that venues may be subject to change. Some courses may take place online if it is not deemed safe to hold them in person. Please ensure you have an email confirming your course booking and have double checked the venue. Please do not arrive at a venue without a confirmed booking as you will be turned away due to social distancing rules. This is all subject to change as more guidance for venues and group meetings is released.

Venues

1 Ribby Hall Village

Ribby Road
Wrea Green
Preston
PR4 2PR
Tel: 01772 685858

2 Oswaldtwistle Mills

Clifton Mill
Pickup Street
Accrington
BB5 0EY
Tel: 01254 871025

3 Burnley Football Club

Turf Moor
Harry Potts Way
Burnley
BB10 4BX
TEL: 01282 700008

4 Forrest Hills

Banton House Farm
Hazelrigg Lane
Ellel
Lancaster
LA2 0PL
Tel: 01524 592444

5 Best Western Leyland Hotel

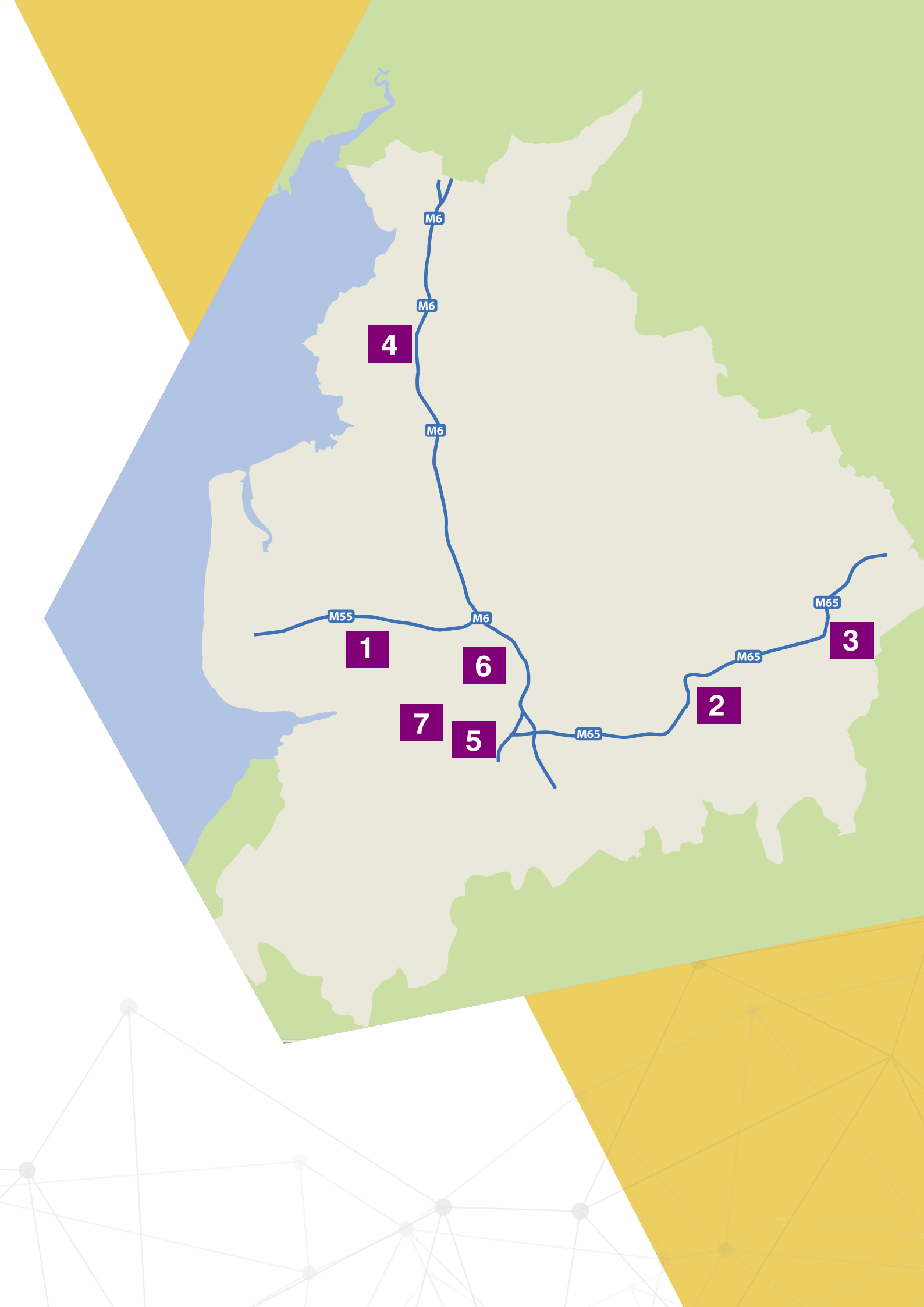
Leyland Way
Leyland
PR25 4JX
Tel: 0330 028 3420

6 Jack McLaughlin Centre

Corpus Christi High School
St Vincent's Road
Fulwood
Preston
PR2 8QY
Tel: 01772 779136

7 Lancashire Football Association

County Ground
Thurston Road
Leyland
PR25 2LF
Tel: 01772 624000



Lancashire Governor Services

Training and Development Programme 2021 - 2022

FOR GOVERNORS AND GOVERNING
BOARDS/TRUSTS

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