

Governor development programme

September 2023 to July 2024

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Version: 1.0 (published)

Last updated March April 2024

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Reminder for registrations

Do not forget to register for the following if your school has purchased the governor services SLA (service level agreement)

These are all included in the training SLA, and the training and support SLA (not the GovernorHub only option).

If you are unsure which SLA you have, then please contact Governor Services (alison.culman@luton.gov.uk or elizabeth.hogan@luton.gov.uk).

1. [Luton school support website](#): to book all your training courses, online and face-to-face. Click on 'sign up' to register.
2. [GovernorHub](#): your governing body online tool. Your clerk should already have added governors, but you will need to set yourself with a password.
3. [NGA \(National Governance Association\)](#): your clerk should have registered all their governors to become NGA members, which allows access to resources, podcasts, webinars etc. Please contact your clerk if you have not been informed of the login details.

Please note: for online sessions, participants will receive a meeting link prior to the session. Chair of governor briefings are for all chairs, vice chairs and committee chairs.

Autumn term 2023

Date	Course	Tutor(s)	Venue
27 September 7 to 9pm	1. Staff Recruitment, Wellbeing and Retention	Alison Culman (Governor Services Manager)	Stockwood Discovery Centre
4 October 6.30 to 8.30pm	2. Exclusions, Behaviour & Discipline	Steven Porter (Manager, Behaviour & Inclusion Support Service)	Stockwood Discovery Centre
5 October New 6.30 to 7.30pm	3. A guide to GovernorHub	Liz Hogan (Governor Services Administrator)	Online
11 October 5 to 7pm	4. OFSTED: Update Briefing	Caroline Dawes (Head of Standards and Effectiveness in Education)	Online
17 October 7 to 9pm	5. Supporting Governors around British Values	Stephanie Golby (Safeguarding in Education Officer)	Online
18 October 6.30 to 8.30pm	6. Chair of Governor Briefing	Alison Culman (Governor Services Manager)	Online
2 November 7 to 9pm	7. Chairing Skills	Matt Price (independent trainer)	Keech
7 November 9.30 to 11.30am	8. Online Safety for schools & governors	Alissa Ozouf (Teaching & Learning Consultant – ICT)	Online
9 November 7 to 9pm	9. The Role of the SEND Governor	Jo Summers (Principal Senior Educational Psychologist) Lisa Ellis (Assessment Officer, SENAT)	Online
14 November 6.30 to 8.30pm	10. Clerk's Development Briefing (Evening)	Alison Culman (Governor Services Manager)	Online
15 November 9.30 to 11.30pm	11. Clerk's Development Briefing (Morning)	Alison Culman (Governor Services Manager)	Online
21 November 6 to 9pm	12. Governor Induction Training Part 1	Alison Culman (Governor Services Manager)	Keech
28 November 6 to 9pm	13. Governor Induction Training Part 2	Alison Culman (Governor Services Manager)	Keech
7 December 7 to 9pm	14. Finance Overview	Rustum Setna (Principal Accountant, Schools); Plus representative from LMS Team	Keech

Spring term 2024

Date	Course	Tutor(s)	Venue
15 January 6.30 to 8.30pm	15. Exclusions, Behaviour and Discipline	Steven Porter (Manager, Behaviour and Inclusion Support Service)	Keech
24 January 7pm to 9pm	16. Setting and Monitoring the School Budget	Rustum Setna (Principal Accountant, Schools) Plus representative from LMS Team	Keech
1 February 7 to 9pm	17. Health and Safety	Tommy Syme (Health and Safety Adviser); Pauline McIlravey (Corporate Health & Safety Adviser)	Keech
6 February 7 to 9pm	18. Online Safety for Schools and Governors	Alissa Ouzouf (Teaching and Learning Consultant, ICT)	Online
7 February 7 to 9pm	19. Staff Recruitment, Retention and Wellbeing	Alison Culman (Governor Services Manager)	Online
12 February 9.30am to 12.30pm	20. Induction Training – morning - Part 1	Alison Culman (Governor Services Manager)	Online
15 February 6.30 to 8.30pm	21. Chair of Governor Briefing	Alison Culman (Governor Services Manager)	Online
27 February 9.30am to 12.30pm	22. Induction Training – morning – Part 2	Alison Culman (Governor Services Manager)	Online
4 March 6 to 9pm	23. Safeguarding Governors – Evening	Paul James (Local Authority Designated Officer)	Keech
5 March 6.30 to 8.30pm	24. Clerks Development Briefing – Evening	Alison Culman (Governor Services Manager)	Online
6 March 9.30 to 11.30am	25. Clerks Development Briefing – Morning	Alison Culman (Governor Services Manager)	Online
6 March New 6.30 to 7.30pm	26. Finance for Nursery School Governors	Rustum Setna (Principal Accountant, Schools) Plus representative from LMS Team	Online
20 March 9.30am to 12.30pm	27. Safeguarding Governors – morning	Paul James (Local Authority Designated Officer)	Putteridge Bury
21 March 5 to 7pm	28. Ofsted Update	Caroline Dawes (Head of Standards and Effectiveness in Education)	Online

Summer term 2024

Date	Course	Tutor(s)	Venue
23 April 6.30 to 8.30pm	29. Exclusion, behaviour and discipline	Steven Porter (Manager, Behaviour and Inclusion Support Service)	Keech
1 May 7 to 9pm	30. Supporting looked after children	Matthew Sims (Headteacher – Virtual School, Looked After Children) Denise Burford (Educational Psychologist) or Vanessa Hayes (Specialist Mental Health Clinician)	tbc
8 May New 6.30 to 7.30pm	31. GovernorHub refresher	Alison Culman (Governor Services Manager)	Online
9 May New 1 to 2pm	32. Let's talk about SEND for governors	Natasha Jones (School Improvement Adviser)	Online
14 May 6 to 9pm	33. Induction training – evening - part 1	Alison Culman (Governor Services Manager)	Keech
21 May 6 to 9pm	34. Induction training – evening – part 2	Alison Culman (Governor Services Manager)	Keech
22 May 5 to 7pm	35. Ofsted update	Caroline Dawes (Head of Standards and Effectiveness in Education)	Online
4 June 6.30 to 8.30pm	36. Clerks development briefing - evening	Alison Culman (Governor Services Manager)	Keech
11 June 9.30 to 11.30am	37. Clerks development briefing – morning	Alison Culman (Governor Services Manager)	Keech
13 June 7 to 9pm	38. The role of a parent governor	Alison Culman (Governor Services Manager)	Online
17 June New 6.30 to 7.30pm	39. Early years data for nursery school governors	TBA (Senior Early Years Consultant)	Online
20 June 7 to 8pm	40. HR induction for new governors	Nonie Benson (HR Team Manager)	Online
4 July 6.30 to 8.30pm	41. Chair of governor briefing	Alison Culman (Governor Services Manager)	Online

Course summary - online sessions

Governor induction courses

Autumn term 2023		Spring term 2024		Summer term 2024	
Induction training part 1	21 November 6 to 9pm	Induction Training Part 1	12 February 9.30am to 12.30pm	Induction Training Part 1	14 May 6 to 9pm
Induction training part 2	28 November 6 to 9pm	Induction Training Part 2	27 February 9.30am to 12.30pm	Induction Training Part 2	21 May 6 to 9.00pm

GENERAL GOVERNOR COURSES

Autumn term 2023		Spring term 2024		Summer Term 2024	
Staff recruitment, Retention and Wellbeing	27 September 7 to 9pm	Exclusions, Behaviour and Discipline	15 January 6.30 to 8.30pm	Exclusions, Behaviour and Discipline	23 April 6.30 to 8.30pm
Exclusions, Behaviour and Discipline	4 October 6.30 to 8.30pm	Setting and Monitoring the School Budget	24 January 7 to 9pm	Supporting Looked After Children	1 May 7 to 9pm
A Guide to GovernorHub	5 October 6.30 to 7.30pm	Health and Safety	1 February 7 to 9pm	GovernorHub Refresher	8 May 6.30 to 7.30pm
Ofsted Update	11 October 5 to 7pm	Online Safety for Schools and Governors	6 February 7 to 9pm	Let's Talk about SEND for Governors	9 May 1 to 2pm
Supporting Governors around British Values	17 October 7 to 9pm	Staff recruitment, Retention and Wellbeing	7 February 7 to 9pm	Ofsted Update	22 May 5 to 7pm
Chairing Skills	2 November 7 to 9pm	Safeguarding Governors	4 March 6 to 9pm	The Role of a Parent Governor	13 June 7 to 9pm
Online Safety for Schools and Governors	7 November 9.30 to 11.30am	Finance for Nursery School Governors	6 March 6.30 to 7.30pm	Early Years Data for Governors	17 June 6.30 to 7.30pm
The Role of the SEND Governor	9 November 7 to 9pm	Safeguarding Governors	20 March 9.30am to 12.30pm	HR Induction for New Governors	20 June 7 to 8pm
Finance Overview	7 December 7 to 9pm	Ofsted Update	21 March 5 to 7pm		

Termly chair of governor briefings

Autumn term 2023		Spring term 2024		Summer term 2024	
Chair of Governor Briefing	18/10/23 6.30 to 8.30pm	Chair of Governor Briefing	15/2/24 6.30 to 8.30pm	Chair of Governor Briefing	4/7/24 6.30 to 8.30pm

Courses for clerks

Autumn term 2023		Spring term 2024		Summer term 2024	
Clerks Development Briefing	14/11/23 6.30 to 8.30pm	Clerks Development Briefing	5/3/24 6.30 to 8.30pm	Clerks Development Briefing	4/6/24 6.30 to 8.30pm
Clerks Development Briefing	15/11/23 9.30 to 11.30am	Clerks Development Briefing	6/3/24 9.30 to 11.30am	Clerks Development Briefing	11/6/24 9.30 to 11.30am

Online training/briefings etiquette

1. **Test your technology:** if unfamiliar with the application, participants should familiarise themselves with the application beforehand.
2. **Arrive early:** to ensure that all software and connections are working correctly it is advisable to join the meeting earlier than the meeting starting time.
3. **Limit background noise:** to minimise background noises and disruption, attendees should mute their microphones unless speaking.
4. **Speak clearly and be considerate of other participants:** avoid interrupting where possible.
5. **Make use of the chat function:** participants are encouraged to make use of the chat function if they have any questions that arise from content covered during the meeting, the meeting host will try to address any questions in the session.

Induction

All induction courses are ideally relevant for new governors, and governors who have been in post less than one year.

The induction training (parts 1 and 2) will include the following. Both parts to be attended.

- Types of schools and governors and the role of clerk
- Committees / governor link areas and visiting school
- Information you need from school, where to get information and guidance from
- The strategic role of a governor and how to think and work strategically to help raise standards
- Governing body statutory responsibilities
- How to be a critical friend
 - How to support the head and staff as well as challenging expectations
 - Getting the right balance of support and challenge
- Ensure accountability
 - How to monitor and evaluate progress towards the school's priorities

Clerks' development courses

Clerks' training is an ideal opportunity to update on any local or national issue, as well as an opportunity to network with other clerks and share good practice or experiences. **Note:** this is a clerk-led agenda.

All briefing sessions for clerks cover the following:

- **update on local initiatives** including Luton Council organisation, new developments and internal initiatives
- **admin area** covering clerking admin such as processes and procedures, paperwork
- **GovernorHub** update
- **national update** including any new regulations or statutory responsibilities

Chair of governors briefing

The online sessions are for Chairs of Governors/Vice-Chairs and Committee Chairs, and attendance from each governing body is expected.

- Autumn Term: Wednesday 18 October 2023 - 6.30 to 8.30pm
- Spring Term: Thursday 15 February 2024 - 6.30 to 8.30pm
- Summer Term: Thursday, 4 July 2024 – 6.30 to 8.30pm

The sessions incorporate a facilitated discussion on key issues to share good practice and also a focused briefing session.

General governor training

- **Staff recruitment, wellbeing and retention**

This course focuses on good practice ways in which schools can develop teacher recruitment (plus succession planning techniques to support this).

- **Exclusions, behaviour and hiscipline**

This updated course will cover an introduction to exclusions and the statutory guidance, roles and responsibilities for governors, case Studies, and guidance on behaviour and discipline within schools.

- **GovernorHub**

Two new courses have been introduced: one induction session and one refresher.

- **Ofsted update**

Covers the Ofsted framework for inspections and the approach taken to inspect schools with a particular emphasis on the role of governors.

- **Finance overview**

This session will cover statutory responsibilities that governors need to know about school finance and their specific role.

- **The role of the special educational needs and disability (SEND) governor**

This session outlines this specific role, and gives information regarding the LA role in supporting children with SEND.

- **Let's talk about SEND for governors**

This session provides an opportunity to receive national and local updates and discuss some Ofsted focused key lines of enquiry.

- **Chairing skills**

This course is targeted to chairs, vice-chairs and committee chairs, and will focus on good practice in leadership of a governing body. It is run by a current experienced chair of governors.

- **Setting and monitoring the school budget**

Offers practical tools and techniques for setting and monitoring budgets, including addressing best practice principles.

- **Online safety for schools and governors**

This course will focus on a school's statutory responsibilities in keeping pupils safe. It will also focus on the social media aspect and look at individual governor roles in supporting schools, plus themselves.

- **Teacher recruitment (and succession planning)**
This course focuses on good practice ways in which schools can develop teacher recruitment (plus succession planning techniques to support this).
- **Supporting schools around British values**
This course will focus on how governors can support schools around British values. There will also be updates on any latest legislation or guidance, and an overview of the Prevent local picture / Counter Terrorism local profile.
- **Health and safety**
Aimed at all governors, providing awareness about health and safety legislation and governor responsibilities.
- **Safeguarding children**
It is strongly recommended that at least one representative from each governing body attends one of these sessions. Covers basic understanding of legal framework and clarifies role of the GB and the safeguarding children governor.
- **Supporting looked after children (LAC)**
This course will focus on how schools can support LAC and what the governor role is in helping these learners achieve their potential.
- **Human resources induction for governors**
This course gives governors information on current HR procedures for schools and will look at a governor's specific role.
- **The role of the parent governor**
Explores the role that parent governors play, develop the role in a positive way for the school and how to highlight and address parental concerns.
- **Early years data for governors**
This course is for governors of a school with an early years foundation stage to enable them to understand the unique way in which that nursery data is used.
- **Finance for governors of nursery schools**
This course is for governors of nursery schools to enable them to understand how nurseries are funded differently to schools.

To make a booking for a governor services course

All bookings to be made on the [School Support website](#). Please note that all course fees are included within the governor services SLA.

You may register and book as an individual, or your governing body/school office may have a system in place where they can book on your behalf.

If you're registering on the website for the first time, please click 'sign up' and enter your details. You'll then receive an automated email with your login details enclosed.

Once you're logged onto the website, you can then browse the courses by clicking on '**training and events**' and typing '**governors**' in the search box. All courses run by Governor Services will be listed here.

To book a place on your preferred course

1. Select the course you wish to attend – making note of the date, time and location of the course
2. Click '**book now**' (which will require you to be logged in)
3. Select your name from the drop down list, tick that you have read and understood the terms and conditions, and '**request**' your place

It may be that this then goes to the school office to be approved, in which case you will receive an email confirming your application for the selected course once this has been approved.

Reminders for courses will only be sent out if you've amended the reminder settings for your account on the website.

To cancel a booking

Should you need to cancel a booking, you can do this through the website by finding the course and clicking '**cancel place**'. Alternatively, please send an email to schoolsupportcourses@luton.gov.uk with the course number and name (GOV/xx – title) in the subject line and your details in the body of the email.

Notes

Do i have to pay for the training courses?

Unlimited courses for all governors are included in the Governor Services service level agreement which schools purchase.

Governor, headteacher and clerk confidential helpline

If you need advice or assistance on any matter of governance, do not hesitate to contact Governor Services on 01582 548017 (alison.culman@luton.gov.uk or elizabeth.hogan@luton.gov.uk).

Induction programme

A two part induction programme is held each term, with the aim of giving new governors an overview of their roles/responsibilities. It's highly recommended that new or recently appointed governors take up this opportunity. This is principally aimed at governors in post less than one year.

I'm an experienced governor – why should I undertake training?

As an experienced governor you may feel that you do not need training. Guidance, legislation, procedure and protocol is constantly changing and it's imperative that you ensure your knowledge is completely up to date. It's a good idea to attend courses for areas you are responsible for as a governor every 2 to 3 years in case there have been major changes.

How to book a course

[All bookings are to be made via the school support website](#). You may register and book as an individual or your school may have a system in place where they can book for you.

If you cancel a booking

Please note that if you register for a course and then find that you cannot attend, it's most important that you let us know.

Signing in at courses

When you attend face-to-face training sessions, please ensure you sign in. If you do not, you won't be registered as attending and won't be able to complete an evaluation form and receive a certificate.

Individual governor training record

All training should be recorded onto your own GovernorHub page. This should include any e-learning and any development opportunities such as learning walks, la presenting at a GB meeting. In fact, anything that increases your knowledge as a governor. This is evidence for Ofsted.

Course times

Please check listings for individual course times. If the session is face-to-face, refreshments will be available 15 minutes prior to the course commencing. If the course lasts for 3 hours, there will be an additional refreshment break halfway through the session.