

SCHOOL GOVERNANCE TRAINING PROGRAMME 2025-26

For governing bodies, headteachers, principals,
clerks and governance professionals of
maintained schools and academies



Cambridgeshire
County Council

INTRODUCTION

CHRISTOPHER SUTTON - SENIOR ADVISER, SCHOOL GOVERNANCE



As Governors, you hold a pivotal role in shaping the future direction of your schools and, by extension, the lives of countless children across Cambridgeshire. Your commitment to excellence in governance is not just a responsibility but a profound opportunity to make a lasting impact. Our training offer is designed to equip you with the knowledge, skills, and confidence needed to operate not only as an effective individual Governor but as an agile and efficient board.

Engaging in high-quality training is essential for you to stay informed about the latest educational policies, governance practices, and leadership strategies. It ensures that you are well-prepared to navigate the complexities and changing priorities of the educational landscape and make informed decisions that benefit your schools and communities. This includes delivering against the core strategic functions of the Governing Board:

- That the vision ethos and strategic direction of the school are clearly defined
- That the Headteacher performs their responsibilities for the educational performance of the school
- The sound, proper and effective use of the school's financial resources

Fulfilling your statutory functions is not just a legal obligation but a cornerstone of effective governance. It involves understanding and adhering to the regulations and policies that govern your schools, ensuring compliance, and safeguarding the interests of all stakeholders. By doing so, you uphold the integrity and reputation of your institutions. We are all aware of the challenging financial landscape that schools and settings continue to operate within but continuing to invest in your Governing Board can be critical to the long term success of school settings and should not be neglected as an easy saving.

Your dedication to ongoing professional development, rigorous accountability, and adherence to statutory duties will empower you to be effective, impactful Governors. We are confident the training plan provides the tools to ensure effective governance and we look forward to working with you to support continuous improvement across all Cambridgeshire Schools and settings.

Thank you all for your dedication and commitment to your schools and settings, and ensuring the best outcomes for children across the county.

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BOOKING & INFORMATION



TO BOOK A PLACE ON A TRAINING COURSE, PLEASE ACCESS THE [TRAINING SECTION](#) ON GOVERNOR HUB, USING YOUR GOVERNOR LOGIN.

Any governor, trustee, clerk or headteacher of a subscribing establishment can access the full programme free of charge (unless otherwise stated). Non subscribing schools should refer to the schedule of charges.

Our programme incorporates a wide range of training and development resources to support effective governance and promote the best outcomes for pupils across the county.

BOOKING

We recommend booking early to avoid disappointment and to assist us in supplying accurate information to trainers and venues. A confirmation email will be sent following booking.

ACCESSIBILITY

To ensure that we meet individual needs, please remember to inform us of any special requirements when booking your course.

CANCELLATION

If a course attracts low numbers, we reserve the right to cancel the course. However, we will contact participants and suggest alternative options. There will be a fee of £55 (or the actual cost if higher) where a delegate does not attend a booked course and no notice of cancellation is given. Cancellation fees will be waived if an inspection is due on the day of the course. Schools will be invoiced directly for any fee.

TRAINERS

Our trainers are typically LA advisers and officers who have knowledge, skills and experiences supporting schools.

ALTERATIONS / ADDITIONS

Course details may be subject to change. These will be communicated via the Governor Hub noticeboard. The programme is regularly reviewed and new sessions may be added at any time.

OUR ADVICE AND TRAINING OFFER

FULL ACCESS TO GOVERNANCE ADVISERS, GOVERNOR TRAINING AND ADDITIONAL SERVICES AT REDUCED FEES

ADVICE

School, trusts and establishments subscribing to our Advice and Training offer benefit from direct access to the School Governance Team expert advisers for advice and support on any governance issues throughout the year.

We can also provide support with governor recruitment.

TRAINING

Subscribing also gives your governing body access to our comprehensive training programme. This features an extensive range of live and pre-recorded courses, an on-demand webinar suite and an easy-access searchable resources hub.

This year our start times have been standardised to 9.30, 13.30, or 18.30 (a few exceptions apply and these are highlighted in the brochure).

BESPOKE

We offer bespoke training to maintained schools, academies, trusts and independent settings for an additional fee, but offer a discount to subscribing schools.

We would be pleased to discuss your specific needs with you and can draw on a wealth of knowledge and skills across our team.

REVIEWS

For schools in an inspection window, we offer a remote mini governance review to help support your preparation. This is free for subscribing establishments. For those not in an inspection window, we can offer a remote annual check-in to review strategic work or action planning if required.

We also offer full Governance Reviews (charges apply).

PARTNERSHIPS



DIOCESEAN SUPPORT

The Diocese of Ely (Church of England) provides training for all governors throughout the year. For further information, please visit their [website](#).

The Diocesan Schools' Service Commission (East Anglia Roman Catholic) works to promote the highest standards in the delivery of Catholic education. They provide a support service to schools, governors, staff and parishes on all matters relating to Catholic education. For further information visit their [website](#).

NGA

We are proud to work alongside the National Governance Association (NGA). As part of our offer, subscribing schools have full access to a suite of over 60 e-learning modules through NGA Learning Link. Registration is FREE, via this [form](#). The full list of available modules can be accessed [here](#).

GOVERNORHUB KNOWLEDGE

GovernorHub is an online, GDPR secure document storage and communications platform specifically designed for governance. We currently use it as our main communication and document sharing channel. GovernorHub Knowledge (formerly The Key for Governors) provides a searchable database of information, support, and model documents for an **additional discounted fee**.

THE NATIONAL COLLEGE (SCHOOL BUS)

Our partnership with The National College (formerly The School Bus) provides subscribing schools with **discounted access** to their services and resources including model policies and documentation.

GOVERNORS FOR SCHOOLS

Governors for Schools supports recruitment and also regularly provides webinar sessions on current issues and topics.

OUR TRAINING HAS BEEN GROUPED INTO THREE SECTIONS TO HELP YOU SELECT WHAT YOU NEED

TRAINING SECTIONS



FOUNDATIONS

If you are a new governor or returning after a break, we suggest you work through these courses first to equip you to fulfil your role.

Includes:

- Termly Briefings
- Annual Conference
- Induction
- Safeguarding
- Prevent

Pages 8-14



PUPIL SUCCESS

Extend your knowledge with these expert-led sessions and increase your effectiveness as a governor.

Includes:

- Curriculum monitoring
- Phonics and reading
- Early Years
- Data and pupil progress
- SEND
- Wellbeing
- LA School Improvement
- Local Authority support
- Finance
- Children in care

Pages 15-27



SPECIALIST AREAS

Need specific knowledge in a specialist area? These courses deliver tailored expertise.

Includes:

- SFVS
- Headteacher Appraisal
- Complaints & Allegations
- Exclusions
- Safer recruitment
- Health and safety
- Property
- Inspections
- Charing
- ICT

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Courses specifically for Clerks
are shown on pages 46-51

FOUNDATIONS

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Prevent training is provided by gov.uk and can be found [here](#). Please complete course 1.



TERMLY GOVERNANCE BRIEFING

FOUNDATIONS

We look forward to welcoming you to one of our essential hour-long sessions each term.

These are packed with resources and bite-sized updates to help you fulfil your governance role in a changing landscape. Senior LA officers and other experts will lead presentations and discussion on a range of relevant topics both local and national.

The summer term briefing is included within the Annual Conference – see p.10 for details.

Relevant for everyone involved in school governance in Cambridgeshire.

Delivery: Live virtual session

Length: 60 minutes

Led by: The School Governance Team

Autumn	Spring	Summer
30/09/25 13:30	24/02/26 13:30	-
02/10/25 18:30	25/02/26 18:30	-

BOOK THIS COURSE

ANNUAL GOVERNOR CONFERENCE

FOUNDATIONS

Save the date for a morning of current issues and updates from guest speakers and the School Governance Team.

The Conference will include updates typically shared in the Termly Briefing, and will also facilitate more in-depth consideration of relevant topics as well as discussion and networking opportunities.

Further details will follow nearer the time.

Relevant for everyone involved in school governance in Cambridgeshire.

Delivery: Live virtual session

Length: 3 hours

Led by: The School Governance Team
and special guests

Autumn	Spring	Summer
-	-	18/06/26 09:30

BOOK THIS COURSE

NEW TO GOVERNANCE INDUCTION (M)

FOUNDATIONS

Welcome to school governance in Cambridgeshire!
All new governors in **Maintained** schools are expected to attend both parts of this induction course.

Part 1 is a pre-recorded webinar that you can access anytime. This introduces you to the core governance functions, key structures and processes, and some of the work you will undertake in your role.

Part 2 is a live session in which our governance adviser will be on hand to answer questions, lead discussion and model some examples to equip you for your governance role. **You will need to watch Part 1 before attending Part 2.**

Especially relevant for newly appointed governors in Maintained primary schools.

**Delivery: Part 1 - Pre-recorded webinar
Part 2 - Live virtual session**

Length: Part 1 - 60m, Part 2 - 90m

Led by: Area Lead Governance Adviser

Autumn	Spring	Summer
20/10/25 09:30	13/01/26 13:30	06/05/26 13:30
18/11/25 18:30	18/03/26 09:30	30/06/26 18:30

BOOK THIS COURSE

NEW TO GOVERNANCE INDUCTION (A)

FOUNDATIONS

Welcome to school governance in Cambridgeshire!
All new governors on Local Governing Bodies in
Academy schools are welcome to attend this induction
course.

Academy governance varies school to school, so we tailor
this course to the participants on each one.

You will be introduced to important governance
functions, structures and processes, and will be
introduced to some of the work you will undertake in
your role. Our governance adviser will be on hand to
answer questions, lead discussion and model some
examples to equip you for your new governance role.

**Especially relevant for newly appointed local
governors in Academy schools.**

Delivery: Live virtual session

Length: 2 hours

Led by: Area Lead Governance Adviser

Autumn	Spring	Summer
-	21/01/26 13:30	09/06/26 09:30

BOOK THIS COURSE

SAFEGUARDING - A GOVERNOR'S ROLE

FOUNDATIONS

This course explores safeguarding and child protection from a governor's perspective. The training will cover:

- The range of areas included in safeguarding and schools' responsibilities
- The roles and responsibilities of the governing body in ensuring safeguarding compliance (including key policies and documentation)
- The risks posed to children and actions schools should take
- Safeguarding issues from the governors' perspective
- Preparation for Ofsted – the 'Education Inspection Framework'

Documents will be sent in advance to support governors with this course and their strategic safeguarding duty.

Relevant for everyone involved in school governance in Cambridgeshire.

Delivery: Live virtual session

Length: 2 hours

Led by: Education Safeguarding Adviser

Autumn	Spring	Summer
17/09/25 09:30	13/01/26 09:30	11/05/26 13:30
22/10/25 18:30	24/02/26 09:30	16/06/26 09:30
25/11/25 09:30	10/03/26 18:30	08/07/26 18:30

BOOK THIS COURSE

BEING AN EFFECTIVE SAFEGUARDING GOVERNOR

FOUNDATIONS

The role of the Safeguarding governor can seem daunting but this needn't be the case! You will leave this course with a range of strategies and resources to help you in your role. The session will cover:

- Your role and responsibilities
- What makes an effective safeguarding governor
- The data you need and where it may come from
- Monitoring activities and approaches, including questions to ask, what you need to know, and how to fulfil your role.

Please note: you must have attended 'Safeguarding - A Governor's Role' within the 3 years prior to attending this session.

Especially relevant for Safeguarding link governors and trustees, whether newly appointed or experienced.

Delivery: Live virtual session

Length: 1 hour

Led by: Leadership Advisers

Autumn	Spring	Summer
03/12/25 18:30	19/03/26 18:30	09/07/26 09:30

BOOK THIS COURSE

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MONITORING THE CURRICULUM

PUPIL SUCCESS

We are pleased to invite governors for a comprehensive course on monitoring the primary curriculum. It aims to enhance your understanding of curriculum requirements and equip you with the confidence and skills needed for effective monitoring.

The session will have a strong focus on understanding and improving the school curriculum. It will include

- a clear exploration of what "curriculum" entails, including its scope and purpose,
- a focus on the National Curriculum and statutory requirements, including schools' legal obligations
- a look into what Ofsted seeks in a school's curriculum, including their evaluation methods and focus areas,
- practical guidance on how to oversee and assess the effectiveness of the curriculum to ensure its alignment with standards and goals.

Relevant for all governors in primary schools.

Delivery: Live virtual session

Length: 2 hours

**Led by: School Improvement Adviser
(and Ofsted inspector)**

Autumn	Spring	Summer
08/10/25 18:30	03/02/26 18:30	22/04/26 18:30
24/11/25 18:30	16/03/26 18:30	24/06/26 18:30

BOOK THIS COURSE

EARLY READING AND PHONICS

PUPIL SUCCESS

We are delighted to invite governors to join this comprehensive course on early reading and phonics. This session is designed to give you a deeper understanding of how phonics contributes to early literacy and how you, as governors, can challenge and support effective practices in your school.

Throughout the course, you'll explore:

- Phonics teaching and learning: fundamental principles
- Assessment and progression: ensuring all children keep on track
- The Phonics Screening Check in Y1 and Y2
- Key documents: The DfE's Reading Framework and Ofsted

Inspection Handbook

- Outcomes at national and local levels: helping contextualise school performance and identify areas for improvement.

With expert-led discussions and practical insights, you'll leave feeling confident in supporting staff to improve early reading outcomes.

Relevant for all governors in Maintained primary schools, especially those with link roles in English or Early Years.

Delivery: Live virtual session

Length: 90 minutes

Led by: English Advisers

Autumn	Spring	Summer
13/10/25 18:30	29/01/26 13:30	06/07/26 18:30

BOOK THIS COURSE

THE EARLY YEARS

PUPIL SUCCESS

Children's learning in the Early Years is critical to their longer-term development, social skills and learning behaviours.

In this session you will be able to develop an understanding of the Early Years Foundation Stage (EYFS) Statutory Framework (2024), learn about the EYFS curriculum and see what assessment looks like.

You will also develop an awareness of good practice in the Early Years, and learn how you can be supporting and monitoring this in school.

Relevant for all governors in primary schools, especially those with link roles in Early Years.

Delivery: Live virtual session

Length: 90 minutes

Led by: Early Years Advisers

Autumn	Spring	Summer
-	04/02/26 09:30	20/05/26 18:30

BOOK THIS COURSE

ANALYSING AND INTERPRETING DATA

PUPIL SUCCESS

This session will empower governors with both the skills and the confidence to use data meaningfully for driving school improvement.

Helping you to oversee pupil progress and attainment within the school, the session will focus on:

- Understanding and interpreting both school-specific data and key published assessment data
- Ensuring a comprehensive understanding of performance metrics at various levels
- Exploring data for specific student groups, such as those receiving Pupil Premium, students with SEND (Special Educational Needs and Disabilities), EAL (English as an Additional Language) learners, and more
- Training governors to ask informed and probing questions of school leaders.

Relevant for all governors in primary schools.

Delivery: Live virtual session

Length: 2 hours

Led by: School Improvement Adviser

Autumn	Spring	Summer
21/10/25 18:30	03/03/26 09:30	03/06/26 13:30

BOOK THIS COURSE

SPECIAL EDUCATIONAL NEEDS & DISABILITIES

PUPIL SUCCESS

Provision for pupils with SEND (Special Educational Needs and Disabilities) is a key priority in all schools and this course will help you understand more about both the local and national contexts.

You will be supported to review aspects of SEND provision in schools, learning from agreed good practice. You will consider relevant legislation and guidance, the duties and expectations on schools and governing bodies, and the advisers will signpost to further information and support that is available.

Delivery: Live virtual session

Length: 2 hours

Led by: SEND Advisers

Autumn	Spring	Summer
16/10/25 18:30	05/02/26 18:30	21/04/26 13:30

Relevant for all governors in primary schools.



NEW

BEING AN EFFECTIVE SEND GOVERNOR

PUPIL SUCCESS

We are pleased to introduce a new course specifically designed to support governors in the role of SEND link governor.

This session will cover:

- Your role and responsibilities
- What makes an effective SEND governor
- The information and data you need
- Key questions to ask and approaches that may help you undertake your role.

We will also consider how suspensions and exclusions relate to pupils with SEND.

Especially relevant for SEND link governors and trustees, whether newly appointed or experienced.

Delivery: Live virtual session

Length: 2 hours

**Led by: Senior School improvement
and SEND Advisers**

Autumn	Spring	Summer
30/09/25 09:30	10/02/26 18:30	04/06/26 13:30

BOOK THIS COURSE

BALANCING SCHOOL IMPROVEMENT AND WORKPLACE WELLBEING

PUPIL SUCCESS

This session will allow governors to learn about and reflect on how school improvement can work in partnership with the well-being of adults in school. The session leader will use her experience and expertise in the fields of school leadership, advisory school improvement and adult mental health when presenting and sharing ideas around:

- Systems and structures which actively support both school improvement and well-being
- Ways to promote a culture which supports well-being and therefore allows for sustainable school improvement
- References to publications, research and surveys related to the subject
- The Education Staff Well-Being Charter
- Signposting to further training and support.

Relevant for all governors and trustees in all schools.

Delivery: Live virtual session

Length: 2 hours (note 6pm start)

Led by: Professional Development and Improvement Adviser (and Mental Health First Aid Instructor)

Autumn	Spring	Summer
04/11/25 18:00	12/02/26 18:00	13/05/26 18:00

BOOK THIS COURSE

FURTHER TRAINING - WELLBEING

ADDITIONAL CHARGES APPLY

To further support governors' knowledge and understanding, the following additional courses are offered. Additional charges apply.

Mental Health First Aid (MHFA)

The flagship MHFA course is delivered in person over two days and qualifies you as a Mental Health First Aider with:

- an in-depth understanding of mental health and factors that affect wellbeing
- practical skills to spot the triggers and signs of mental health issues
- confidence to step in, reassure and support a person in distress
- enhanced personal skills such as non-judgemental listening
- knowledge to help someone recover their health by guiding them to further support
- ongoing support and resources via the app

There is an option to also undertake a post-course qualification RSPH Level 3.

One day Adult MHFA Champion Course

The one-day, virtual mental health awareness and skills course qualifies you as an Adult Mental Health First Aid Champion. There is similar coverage, but less depth than the 2-day course.

MHFA Champions have:

- an understanding of common mental health issues
- knowledge and confidence to advocate for mental health awareness
- the ability to spot signs of mental ill health and skills to support positive wellbeing

For further information, including costs,
please contact: Juliet Adlouné –
Professional Development and
Improvement Adviser 07768 711634
juliet.adlouné@cambridgeshire.gov.uk

NEW

USING LA SUPPORT EFFECTIVELY

PUPIL SUCCESS

Access this 15-minute webinar, led by an experienced Local Authority School Improvement Adviser and Ofsted inspector, to gain valuable insights into maximising your school's LA support package. Learn how to make the most of visits, who can participate, and explore the different types of visits available

Delivery: On-demand webinar

Length: 15 minutes

**Led by: School Improvement Adviser
(and Ofsted inspector)**

[ACCESS THIS WEBINAR](#)

NEW

THE LA SCHOOL IMPROVEMENT OFFER

PUPIL SUCCESS

This 15-minute webinar offers an overview of the Primary Offer, highlighting the extensive training and support available through the Local Authority. It aims to enhance governors' understanding of the services their school has invested in and how to make the most of them.

Delivery: On-demand webinar

Length: 15 minutes

**Led by: School Improvement Adviser
(and Ofsted inspector)**

[ACCESS THIS WEBINAR](#)

SCHOOL FUNDING, FINANCE & BUDGETING

PUPIL SUCCESS

Governors are invited to our school finance training to develop understanding of how schools are funded, some of the ways finance can be well managed, and how the budget is built and monitored each year.

This session will specifically explore:

- The structure of school funding and how this works in Cambridgeshire
- Policy updates for 2025/2026 and beyond
- Understanding financial information
- Governor oversight and accountability for finance

Relevant for governors in maintained schools, especially those on a Resources or Finance committee.

Not suitable for those outside Cambridgeshire.

Delivery: Live virtual session

Length: 2 hours

Led by: School Finance Adviser

Autumn	Spring	Summer
11/11/25 18:30	19/01/26 18:30	19/05/26 18:30

BOOK THIS COURSE

CHILDREN IN CARE (VIRTUAL SCHOOL)

SPECIALIST

In accordance with the Statutory Guidance all schools are required to have a named governor with responsibility for Children in Care and those Previously in Care. However, every governor shares the responsibility to ensure that these young people are supported to achieve their full educational potential.

Delivery: Webinar

Length: 20 minutes

This webinar has been developed for trustees, governors and governing bodies responsible for children in care and children previously in care. It aims to enhance their knowledge and understanding of the statutory responsibilities of designated teachers. By watching, you will gain valuable insights into the roles and duties required to support these children effectively, ensuring they achieve and thrive in education.

Led by: Virtual School

For more information please visit the Virtual School: [Governors and Trustees](#)

Relevant for all governors and trustees in Cambridgeshire, & those outside Cambridgeshire with Cambridgeshire children in care on roll. Especially relevant for those with responsibility for vulnerable groups and children known to social care.

ACCESS THIS WEBINAR

SPECIALIST AREAS

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- 40 SCHOOL PROPERTY MANAGEMENT
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- 42 CHAIRS' NETWORKING: PEER SUPPORT
- 43 CHAIRS' WELLBEING & SUPPORT GROUP
- 44 ICT



SCHOOLS FINANCIAL VALUE STANDARD

SPECIALIST

This course provides a basic understanding of the requirements of the **Schools Financial Value Standard (SFVS)**, an annual report that must be submitted to the LA to evidence how governors are effectively overseeing the school's finances.

You will learn about the timetable and process for completion of the document. The adviser will explain the key documentation, systems and processes required in order to demonstrate the necessary consistent internal financial procedures, controls and schemes of delegation.

The training will also highlight best practice to support your own school's annual return.

Relevant for governors in maintained schools, especially those chairing or on a Resources or Finance committee.

Delivery: Live virtual session

Length: 90 minutes

Led by: School Finance Adviser

Autumn	Spring	Summer
22/10/25 18:30	-	-
11/11/25 13:30	-	-

BOOK THIS COURSE

HEADTEACHER APPRAISAL

SPECIALIST

Governors hold the Headteacher (or Executive Headteacher) to account through three Headteacher Appraisal / Performance Management meetings across the academic year.

This course will cover:

- the roles of the LA adviser, governors, and the Head in the meeting
- how the performance of other staff is overseen
- the process of setting and monitoring objectives
- how to find further advice and support
- what to do if you have concerns over underperformance.

Specifically relevant for governors and trustees on, or preparing to be involved with HT appraisal.

Delivery: Live virtual session

Length: 2 hours

Led by: Governance Advisers

Autumn	Spring	Summer
14/10/25 13:30	-	23/06/26 13:30
15/10/25 18:30	-	07/07/26 18:30

BOOK THIS COURSE

PREPARING FOR INSPECTION

SPECIALIST

Ensure that you and your governing body are well prepared for your next inspection by joining us to learn about key changes to the inspection framework.

Delivered by a serving Ofsted inspector and senior school improvement adviser, this session will provide both up-to-date information and an opportunity to ask questions. The training will equip you to review the information you have and the impact you have made, so you can be ready to outline these to an inspector.

Relevant for all governors and trustees in all schools, especially those preparing for an inspection.

Delivery: Live virtual session

Length: 2 hours

**Led by: School Improvement Adviser
(and Ofsted inspector)**

Autumn	Spring	Summer
13/10/25 18:30	27/01/26 18:30	30/04/26 18:30
26/11/25 18:30	23/03/26 13:30	01/07/26 18:30

BOOK THIS COURSE

MANAGING COMPLAINTS EFFECTIVELY

SPECIALIST

Suitable for both governors and clerks, this course focuses on handling complaints within schools.

This session will discuss and refer to the Cambridgeshire 2023 model complaints policy and guidance, with consideration of process, timescales, and roles.

You will learn to develop effective communication with complainants, become familiar with procedural guidance and timelines, understand the role of the Chair at Stage 2, and the work of the panel at Stage 3.

There will be time for discussion and questions.

Relevant for all, especially clerks, chairs and vice-chairs of governors.

Delivery: Live virtual session

Length: 2 hours

Led by: School Leadership Advisers

Autumn	Spring	Summer
12/11/25 18:30	07/01/26 18:30	14/05/26 09:30

BOOK THIS COURSE

MANAGING ALLEGATIONS & CONCERNS

SPECIALIST

What happens if an allegation is made against your Headteacher? What should you do? What shouldn't you do?! What happens next? The answers to all these questions, and more, can be found in this 1-hour session focussing on both formal allegations and low-level concerns.

Delivery: Live virtual session

Length: 60 minutes

Led by: School Leadership Advisers

This course will cover:

- What constitutes an allegation
- What is a low-level concern
- How allegations are managed
- Actions schools may need to take following an allegation
- How to minimise the chances of an allegation being made against any member of staff.

Especially relevant for chairs and vice-chairs of governors, and Headteachers.

Autumn	Spring	Summer
09/10/25 18:30	26/02/26 13:30	30/04/26 09:30

BOOK THIS COURSE

PUPIL EXCLUSIONS: PROCESS AND PRACTICE

SPECIALIST

Essential for governors serving on appeals panels, this training covers the latest DfE and LA guidance on the suspension and exclusion processes.

Delivery: Live virtual session

Length: 2 hours

You will consider the practicalities and responsibilities of parties involved in exclusions, including Discipline Committees and Independent Reviews. The session will be informal and interactive with opportunities for questions, discussion, and sharing good practice.

Led by: School Access and Inclusion Advisers

Best practice suggests that those serving on exclusion or appeals panels should have completed this training within the last two years.

Relevant for governors and trustees in all schools.

Not suitable for clerks, staff governors or Headteachers.

Autumn	Spring	Summer
01/12/25 18:30	09/02/26 18:30	12/05/26 18:30



SAFER RECRUITMENT

SPECIALIST

Each recruitment panel must have at least one person trained in safer recruitment practices.

The aims of this course are to enable you to:

- Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- Consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- Help you begin to review your recruitment policies and practice with a view to creating a safer culture.

You will receive a detailed workbook containing information, advice and resources, together with a self-review questionnaire and action plan.

This course is delivered by an accredited trainer using national materials developed largely by the 'Safer Recruitment Consortium'.

**Delivery: EITHER 2 half-day live virtual session
OR full day in person**

**Length: One day
(can be completed in two parts)**

Led by: School Leadership Advisers

Dates : please see next page

BOOK THIS COURSE

SAFER RECRUITMENT

SPECIALIST

Autumn	Spring	Summer
10/10/25 09:30 In-person full day	13/03/26 09:30 In-person full day	-
13/11/25 09:30-12:30 PART 1 online	05/02/26 13:30-16:30 PART 1 online	03/06/26 09:30-12:30 PART 1 online
20/11/25 09:30-12:30 PART 2 online	12/02/26 13:30-16:30 PART 2 online	10/06/26 09:30-12:30 PART 2 online

You need to book and attend either:
one full day session (in-person)
OR Parts 1 AND 2 online

BOOK THIS COURSE

SAFER RECRUITMENT - REFRESHER

SPECIALIST

This course is designed for those who have previously completed the full accredited safer recruitment training. It is recommended that the refresher training should be completed every three years.

This session re-visits the learning from the full course and brings you up-to-date with any changes in the law or recommended recruitment practices. You will also consider policies and practices that help deter or prevent the employment of unsuitable people, minimise opportunities for abuse, and ensure prompt reporting.

This course is delivered by an accredited trainer using national materials developed largely by the 'Safer Recruitment Consortium'.

Charges apply for any attendees that are not governors or trustees. Please contact us for further details.

Delivery: Live virtual or in-person session

Length: 2.5 hours

Led by: School Leadership Advisers

Autumn	Spring	Summer
23/10/25 09:30	04/03/26 13:30	07/05/26 09:30 In-person session
27/11/25 18:00	-	

BOOK THIS COURSE

HEALTH AND SAFETY

SPECIALIST

Join us on a thorough course designed to take the mystery out of health and safety and equip you to undertake your governance role. We will provide you with the knowledge you need to ensure your school or setting is managed in accordance with good health and safety practice.

The session will cover:

- Legislation pertaining to schools
- Governors' roles and responsibilities
- Sanctions
- Policies and procedures
- Risk assessments
- Safety management systems

Especially relevant for governors with a Health and Safety link role or those on a committee with a premises remit.

Delivery: Live virtual session

Length: 3 hours

Led by: Health and Safety Business Partners

Autumn	Spring	Summer
05/11/25 09:30	10/02/26 09:30	05/05/26 09:30

BOOK THIS COURSE

FURTHER TRAINING - SAFEGUARDING

OFFERED BY THE WIDER SCHOOL IMPROVEMENT TEAM - ADDITIONAL CHARGES APPLY

Developing and Evaluating your Safeguarding Culture

This 60 minute face to face session can be offered in one of your governing body meetings to enable senior leaders and governors to work together, gaining a common understanding of the safeguarding culture in your school. The session contains activities to promote reflection on the development of a safeguarding culture together with practical suggestions for governors on how to evaluate the extent to which it is embedded in practice. Governors will be provided with some ready to use strategies and tools to help them monitor and evaluate the systems and environment in their setting.

Leadership and Management of Safeguarding

The School Improvement Service offers a range of bitesize virtual courses on the leadership and management of safeguarding in schools. These are equally applicable to Safeguarding link governors and/or Chairs or Vice-chairs.

Single Central Record (SCR)

This workshop focuses on all the key checks required to ensure your SCR is kept fully compliant and inspection-ready. You will leave with an improved knowledge and understanding of all the statutory requirements, and how to apply them, together with a free copy of an audit tool to enable you to review your school's SCR with confidence.

This course is specifically aimed at staff and governors with responsibility for maintaining, overseeing or monitoring the SCR.

Please contact for dates and costs.

For further information, including dates and costs,
please contact: Phil Nash or Rachael Schofield –
Leadership Advisers
phil.nash@cambridgeshire.gov.uk
rachael.schofield@cambridgeshire.gov.uk

SCHOOL PROPERTY MANAGEMENT

SPECIALIST

This concise course is focussed on the governor's role in the management of school premises. You will learn to ensure that all significant hazards are identified and appropriately managed, and that all work is carried out to an acceptable standard, complying with legislation, best practice and regulations.

The course includes:

- The role of the LA
- The responsibilities of the Headteacher and governing body
- The role of Property Advisers
- Information on service intervals for equipment
- Statutory compliance

Especially relevant for governors with a Health and Safety link role or those on a committee with a premises remit.

Delivery: Live virtual session

Length: 60 minutes

Led by: Education capital and compliance officers

Autumn	Spring	Summer
08/12/25 09:30	02/03/26 09:30	08/06/26 09:30

BOOK THIS COURSE

TAKING THE CHAIR

SPECIALIST

Chairing can be a significant undertaking however you come to the role. We will help you feel prepared to chair a governing body or committee confidently and effectively, whether you are new or have some experience.

Join us to explore what makes a good chair, how the chair leads the team, how the role contributes towards school improvement and more. Over 4 sessions, we explore the key relationships, strategic work, and unique challenges of the role. You will be able to reflect on your strengths, identify areas for development and learn from others alongside you.

We ask that you commit to come to all 4 sessions, to support connecting with other chairs and ensure you covering all the key topics.

Specifically for Chairs in any setting, and those preparing to take on the role in future.

Delivery: Initial in-person session (M1), followed by 3 live virtual modules (M2-4)

Length: 4 x 2 hours

Led by: Governance Advisers

Autumn	Spring	Summer
07/10/25 18:30 In person Module 1	20/01/26 18:30 M2	17/06/26 18:30 M4
	10/03/26 18:30 M3	-

BOOK THIS COURSE

CHAIRS' NETWORKING: PEER SUPPORT

SPECIALIST

These termly gatherings enable chairs of governors to meet and discuss relevant governance issues.

Some headline topics will be suggested but the agenda is flexible to enable participants to get the most out of the sessions.

Sessions are facilitated by a member of the School Governance Team, and designed to ensure you can address your current concerns or areas of focus through peer discussion in break-out rooms and whole group feedback.

Specifically for Chairs of governors or Chairs of trustees in any setting.

Delivery: Live virtual sessions

Length: 90 minutes

Led by: Governance Advisers

Autumn	Spring	Summer
06/11/25 18:30	24/02/26 18:30	11/06/26 18:30



CHAIRS' WELLBEING & SUPPORT GROUP

SPECIALIST

This series of 3 face-to-face sessions aims to support the wellbeing of Chairs of governors across a year, recognising the demands of the role. **Places are very limited** to facilitate maximum engagement and participation, and to enable positive, professional relationships to be built. **We therefore expect those who book to attend all 3 sessions.**

Boundaries will be set at the start of each session and the session leader will use her expertise to facilitate:

- A safe, supported and confidential space
- Networking opportunities for collaboration and sharing
- A shared approach to common issues and challenges
- Dynamic responses to the needs of the group
- Professional dialogue about supportive systems

Specific governance advice will not be offered but can be signposted.

Specifically for Chairs of governors in Maintained primary schools.

Delivery: IN-PERSON sessions
at Sunley House, Papworth

Length: 90 minutes (note 6pm start)

**Led by: Professional Development
and Improvement Adviser (and
Mental Health First Aid Instructor)**

Autumn	Spring	Summer
20/10/25 18:00	19/01/26 18:00	18/05/26 18:00

BOOK THIS COURSE

FURTHER TRAINING - ICT

OFFERED BY THE WIDER SCHOOL IMPROVEMENT TEAM - ADDITIONAL CHARGES APPLY

Filtering & Monitoring Standards for Schools

This course will introduce the DfE Filtering and Monitoring Standards, outlining the legal and regulatory framework, roles and responsibilities, and effective practices for managing and reviewing school filtering and monitoring systems. We aim to equip participants with an understanding of safeguarding responsibilities to protect pupils and staff from harmful and inappropriate online content.

Generative Artificial Intelligence (AI) in Education

With records showing an exponential adoption of Generative AI in the past year, exceeding that of other popular social technologies, this session aims to support an understanding of AI, awareness of the potential and of the pitfalls of Generative AI for education.

How SEND Technology can support students to greater independence, confidence and improve learning outcomes

Designed to equip you with essential knowledge to effectively oversee the use of technology in Special Educational Needs and Disabilities (SEND) provision within your school. You will learn about the latest accessible technology solutions and the concept of 'Ordinarily Available Provision', ensuring that all students have equitable access to educational resources. The course will cover practical strategies for integrating technology to enhance learning outcomes for SEND students and how, ultimately, it can be a cost-effective approach.

Please contact for dates, delivery formats and costs.

For further information, including dates and costs,
please contact: The ICT Service –
courses@theictservice.org.uk
or visit the [website](#)

FURTHER TRAINING - ICT

OFFERED BY THE WIDER SCHOOL IMPROVEMENT TEAM - ADDITIONAL CHARGES APPLY

Pupil Safety Using Technology

Technology has never been more ubiquitous in our lives. Schools are impacted, not only in the delivery of teaching and learning and digital standards but also the increasingly blurred boundaries between home and school use and behaviours. This session aims to raise awareness and will be an opportunity to discuss considerations to support our young people's safety in the use of technology.

Making best use of a school's Microsoft Education or Google Workspace for Education Tenancy

For many, the needs of remote working, teaching and learning during the pandemic, resulted in 'technology fatigue' and negative experiences. This session aims to provide an overview of how the school's cloud platform can be positively leveraged to support collaboration, secure working, considerations for a sustainable digital strategy and to develop 21st Century skills for our students.

Understanding Data Protection in an Education Setting

Don't let the basics of Data Protection and UK GDPR slip to the bottom of your 'to-do' pile! Governors do not necessarily work in an education environment, so this course raises awareness of the importance of Data Protection; the 'Digital Information Bill'; best practice for Data Retention, the Policies and Privacy Notices you need in place, dealing with Subject Access Requests and Data Breaches, and understanding Consent. We highlight a clear outline of roles, responsibilities and the consequences of 'getting things wrong' as a result of deprioritising working towards and upholding UK GDPR and Data Protection compliance procedures.

Please contact for dates, delivery formats and costs.

For further information, including dates and costs,
please contact: The ICT Service –
courses@theictservice.org.uk
or visit the [website](#)

CLERKING

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51 ANNUAL CLERKS' CONFERENCE



NEW TO CLERKING INDUCTION

CLERKING

Welcome to clerking, a rewarding role supporting governing bodies. On this induction course you will be introduced to the tools you need to perform your role effectively and in compliance with statutory requirements.

The training covers:

- The role of the clerk/governance professional
- Understanding governance and its structures
- How to support effective governance
- Preparing agendas and minutes
- Administration, advice and guidance
- Compliance
- Information management
- Training and professional development

This comprehensive course should form part of a wider induction programme from your school/appointing body.

Delivery: Live virtual session

Length: 3 hours

Led by: Area Lead Governance Adviser

Autumn	Spring	Summer
15/10/25 09:30	14/01/26 09:30	28/04/26 09:30

BOOK THIS COURSE

MANAGING COMPLAINTS EFFECTIVELY

CLERKING

Suitable for both governors and clerks, this course focuses on handling complaints within schools.

This session will discuss and refer to the Cambridgeshire 2023 model complaints policy and guidance, with consideration of process, timescales, and roles.

You will learn to develop effective communication with complainants, become familiar with procedural guidance and timelines, understand the role of the Chair at Stage 2, and the work of the panel at Stage 3.

There will be time for discussion and questions.

Relevant for all, especially clerks, chairs and vice-chairs of governors.

Delivery: Live virtual session

Length: 2 hours

Led by: School Leadership Advisers

Autumn	Spring	Summer
12/11/25 18:30	07/01/26 18:30	14/05/26 09:30

BOOK THIS COURSE

TERMLY CLERKS' BRIEFING

CLERKING

We look forward to welcoming you to our essential hour-long sessions each term.

These are packed with resources and bite-sized updates to help you fulfil your clerking role in a changing landscape. The School Governance Team will lead updates and discussion on a range of relevant topics both local and national and there will be time to network with other clerks from across the county.

The summer term briefing is included within the Annual Conference – see p.51 for details.

Open to all clerks who are not employed by Camclerks.

Delivery: Live virtual session

Length: 60 minutes

Led by: The School Governance Team

Autumn	Spring	Summer
08/10/25 09:30	28/01/26 18:30	-

BOOK THIS COURSE

TERMLY CAMCLERKS' NETWORK MEETING

CLERKING

We look forward to welcoming **Camclerks** to our essential in-person training sessions each term.

These are packed with resources, discussion and updates to help you fulfil your clerking role in a changing landscape. The School Governance Team will lead the sessions, and cover a range of relevant topics both local and national, and there will be time to catch up with other clerks on the team.

The summer term briefing is included within the Annual Conference – see p.51 for details.

For Camclerks only.

Delivery: In-person sessions
at Sunley House, Papworth

Length: 2.5 hours

Led by: The School Governance Team

Autumn	Spring	Summer
07/10/25 10:00	28/01/26 10:00	-

BOOK THIS COURSE

ANNUAL CLERKS' CONFERENCE

CLERKING

Save the date for a morning of current issues and updates from guest speakers and the School Governance Team.

The Conference will include updates typically shared in the Termly Clerks' Briefing and Camclerks' Network meeting, and will also facilitate more in-depth consideration of relevant topics as well as discussion and networking opportunities.

Further details will follow nearer the time.

Delivery: Live virtual session

Length: 3 hours

Led by: The School Governance Team
and special guests

Autumn	Spring	Summer
-	-	10/06/26 09:30

Relevant for all clerks/governance professionals.



FAQS

HOW DO I BOOK?

All courses can be booked on GovernorHub at the link [here](#). Just search for the course you need and click to book.

HOW MUCH DOES IT COST?

Subscribing schools have access to all courses free of charge (unless stated on the course page). Subscription charges are listed in our Service Level Agreement brochure and on the following page.

HOW DO I GIVE FEEDBACK ON A COURSE OR REQUEST A NEW ONE?

We welcome feedback! A link should be sent out with every set of slides or notes. Alternatively, please email us at the address below.

WHAT IF I NEED TO CANCEL?

Please email us to inform us of any cancellations. A charge is applied for non-attendees if no notice is given.



HOW MANY PEOPLE CAN WE SEND ON A COURSE?

As many as you like! We do often limit numbers to around 20 so that discussion is possible, but you do not have to limit the number of governors or trustees who attend, unless specifically stated.

HOW MUCH TRAINING SHOULD I DO?

This is up to you to decide. We recommend keeping up to date and well-informed to ensure you are fulfilling your role. You are welcome to attend as much as you like and we look forward to welcoming you!

governor.training@cambridgeshire.gov.uk

CHARGES

** charged per governor listed on the Instrument of Government or Scheme of Delegation (including vacancies), at the start of the academic year. If this number increases during the year, the extra number will also be charged for. A single fee is also applied for the clerk to governors, if they are not a Camclerk. For schools with Camclerks, this fee is not applied. Charges for Trust Boards/other establishments to be discussed with School Governance Team.*

	Cambs Maintained settings	Academy and out of county settings	Non-subscribing settings
Advice and Training*	£111	£120	-
Access to Governor Conference	Included	Included	£200
Online webinar suite access	Included	Included	-
Training non-attendance fee	£55	£55	£55
Remote mini-review or check-in	Included	Included	£350
Governance and Impact Review	£1500	£1750	£2000
Bespoke Training per 2-hour course	£350	£400	£500
Training charges for non-subscribers	-	-	2h: £95 ½ day: £145 full day: £195

Additional subscriptions - details on request.

CONTACT US

For training enquiries:

governor.training@cambridgeshire.gov.uk

For all other governance enquiries:

school.governance@cambridgeshire.gov.uk



Cambridgeshire
County Council