



2024-25

School Governance Training Programme

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



Cambridgeshire
County Council

cambridgeshire.gov.uk

Foreword

Welcome to another academic year and our training programme, which I hope you agree with me, has been designed to ensure that you are fully enabled to undertake your roles and responsibilities in the most accessible way.

You will see from within the content of this programme that we have listened to governor feedback and will be continuing with a blended learning offer, with a number of our training courses being offered virtually to boost accessibility and recognise and balance the busy lives of governors alongside your other commitments.

School Governors across the County continue to provide a valuable source of information – often being closest to challenges and opportunities faced by our schools. I would encourage you all to continue as the “eyes and ears”, working in partnership with us to secure the best possible education and outcomes for all children and young people in our schools.

I would again highlight our Termly Governance Briefings, which we use as an effective vehicle to provide pertinent updates to governors on a regular basis around a range of topics. Regardless of your school key stage, status or sector – there will likely be something for you to take back to your Governing Body to consider or update on – I look forward to seeing you there!

In addition to our core offer, I would also like to draw your attention to:

NGA Learning Link: all subscribing schools have complimentary access to over 60 e-learning modules, covering a range of different topics and themes surrounding school governance. I would encourage you to make full use of your subscription, as well as the sessions outlined within this programme.

GovernorHub: we have been utilising GovernorHub for a number of years and it is now well embedded within schools we support.

The platform will continue to be used for Governor Training Bookings and communications. All schools who use a Camclerk are expected to use GovernorHub.

I conclude by extending thanks both personally and on behalf of my team, for the continued support, challenge and accountability that you provide to our schools as we strive together towards the best possible education and outcomes for all children. I look forward to continuing to work together through the course of the 2024-25 Academic Year.

Christopher Sutton

*Senior Adviser – School Governance
Cambridgeshire County Council*

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How to book on a course and course certificate information

This training programme aims to bring together in one document all the courses and training opportunities and resources available to those involved in school governance throughout Cambridgeshire.

Any governor, trustee, headteacher or clerk of a school that subscribes to the Cambridgeshire Service Level Agreement can access courses run free of charge – unless otherwise stated.

To book a place on a training course please access the [Training Bookings](#) section via your GovernorHub login.

Please refer to the [General information and cancellation policy](#) page for full terms and conditions of training.

An electronic version of the training programme is also available on the Learn Together [website](#).

If you have any questions about training or encounter any difficulties with booking courses please contact us at **governor.training@cambridgeshire.gov.uk**.

Course certificates

Certificates of courses completed through GovernorHub are available on your GovernorHub account for you to download and retain for your own records – go to 'Training' on your account and click on the downward arrow to download against the course. The School Governance Team will also maintain a record of training booked via GovernorHub.

A training record should also be held by your governing body.

General information and cancellation policy

Cost

Courses for subscribing schools are free unless otherwise stated in the School Governance Training Programme. Non-subscribing schools should refer to the schedule of charges.

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

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. Cancellation fees will be waived if an Ofsted Inspection is due on the day of the course. There will be no fee for cancellation where more than 7 days' notice is given. Schools will be invoiced directly for any cancellation fee.

Course cancellation fees

There will be a fee of £55 or the actual cost if higher, where no notice of cancellation is given and a governor/clerk does not attend for a place booked on a course.

Course trainers

Our trainers are drawn largely from LA Advisers and Officers who have experience in supporting schools.

People with disabilities or special dietary requirements

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

Additional courses

Where demand is sufficient (15 or more governors), we will endeavour to arrange training on a particular topic or theme. Our course programme will be kept under regular review throughout the course of the year.

Alterations to the training programme

Course details in the programme may be subject to change and any changes will be communicated via the GovernorHub noticeboard.

Recommended courses for those new to governance

(and ongoing training requirements for all governing bodies)

New to governance

Anybody new to governance is expected to attend induction training as soon as possible to give them an understanding of their role and enable them to play an active part. Recommended courses:

- New to Governance Induction
- Termly Governance Briefing Session
- Safeguarding Training (as below)
- Prevent

It is also recommended that those new to governance attend a variety of courses to develop their understanding of school governance.

Further training opportunity

Governors for Schools has developed a suite of free e-learning modules for new school governors. Webinars are also available (some costs may be incurred for attending these).

Cyber Security training guidance

At least one current governor must complete the same cyber security training as school staff, available free on the National Cyber Security Centre website.

Safeguarding

All governors and trustees should receive appropriate safeguarding and child protection (including online) training at induction, and this training should be regularly updated. Recommended courses:

- Safeguarding – A Governor's Role
- Safer Recruitment in Schools
- A Governor's Role in Health and Safety
- Managing Complaints and Allegations for Governors and Clerks
- Prevent

New to clerking

It is recommended that anybody new to clerking attends induction training as soon as possible to give them an understanding of their role and enable them to pro-actively support the governing body. Recommend courses:

- New to Clerking Induction
- Termly Clerks' Briefing and Networking Sessions
- Annual Clerks' Conference

It is also recommended that those new to clerking attend a variety of courses to develop their understanding of school governance.

Bespoke sessions and localised support

Governing Body Development Sessions

We know that many aspects of governor development are more effective if the governing body works together. If you require a specific training session to be delivered to your school, we would be pleased to discuss this further to see if we could accommodate to suit your governing body's requirements.

Costs for a 2 hour session:

Subscribing schools:	£300
Non-subscribing schools:	£368

Getting the most out of your 'development session'

Giving some careful thought to the planning of your individual development session can have a real impact on outcomes for the governing body.

- Plan your session as a stand-alone event, not as part of a governing body meeting.
- Choose a topic that is relevant to identified development needs of your governing body.
- Make sure the maximum number of governors can attend. This is an opportunity for governors to develop and work as a team.

Please contact the School Governance Team to discuss your individual governing body development needs. We ask you to give at least six weeks' notice and to suggest at least two possible dates when requesting one of these sessions.

Email: governor.training@cambridgeshire.gov.uk

We would like to encourage governing bodies to work together to arrange cluster governing body development sessions. As well as being a cost-effective way of delivering training it facilitates the development of relationships and the sharing of good practice.

Multi-Academy Trusts

Please contact us to discuss any bespoke requirements.

Bespoke sessions and localised support

External Governance Review

These will be available where Ofsted or HMI recommend an external review of governance, or where a request is received from a school, and include:

- An external review of governance (including interviews and review of governing body documentation)
- A report providing context, findings and recommendations for improvement and an impact evaluation

Costs:

Subscribing schools	£1,200
Non-subscribing Schools	£1,700

Virtual Pre-Ofsted School Governance Compliance Review

(prioritised for schools who are determined to be due impending inspection)

The Area Lead Governance Adviser will complete a light touch review of the school website and governing body documentation and feedback to the Chair and Headteacher about their findings. The report will provide a strategic overview to identify strengths and areas for development or improvement to support the governing body and to inform the basis of an action plan..

Diocese support

Diocese of Ely

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

East Anglia Roman Catholic Diocese

The Diocesan Schools' Service Commission works in partnership with all those concerned with Catholic schools to promote the highest standards in the delivery of Catholic education. The commission provides a support service to schools, governors, staff and parishes on all matters relating to Catholic education.

For further information, please visit their [website](#).

Our partnerships



National Governance Association

We are proud to work alongside the National Governance Association (NGA). Subscribing schools have access to a range of e-learning modules through NGA Learning Link.



The SchoolBus

Our preferred partnership with The School Bus provides subscribing schools with discounted access to their services and resources including model policies and documentation. In addition, subscribing schools also benefit from free access to their e-learning modules to further support your governing body's work.



Governors for Schools

We actively use Governor for Schools in supporting governor recruitment for subscribing schools. Additionally, governors for schools offer regular webinar sessions on a range of key issues and topics, which are typically free to attend.



GovernorHub

All schools who work with a Camclerk have access to GovernorHub as their online, GDPR secure document storage and communications platform. GovernorHub also adds functionality to electronically provide Declarations of Interest and policy approvals, and we use it as our main communication and document sharing channel.



Blended training approach

Virtual (online), face-to-face and e-learning sessions available

New to Governance Induction for Maintained School Governors

Audience

Those who are new to school governance in maintained schools in Cambridgeshire across all phases.

Aims

This course forms an important part of the overall governor induction programme and it is expected that all new governors will attend. The course covers the essential aspects of a governing body's role and responsibilities and provides opportunities to discuss how best to approach and succeed in their new role. Training is structured around core themes of:

- What is school governance?
- The three core strategic functions of the governing body
- Strategic leadership
- Roles, responsibilities and accountabilities

Autumn 2024

23/09/2024	9.30am – 12.30pm	Virtual
07/11/2024	4pm – 7pm	Virtual
04/12/2024	10am – 1pm	Virtual

Spring 2025

14/01/2025	1.30pm – 4.30pm	Virtual
20/03/2025	9.30am – 12.30pm	Virtual

Summer 2025

24/04/2025	1.30pm – 4.30pm	Virtual
20/05/2025	9.30am – 12.30pm	Virtual
08/07/2025	1.30pm – 4.30pm	Virtual

New to Governance Induction for Academy School Governors

Audience

Those who are new to school governance in academy schools in Cambridgeshire across all phases.

Aims

This course forms an important part of the overall governor induction programme and it is expected that all new governors will attend. The course covers the essential aspects of the role and responsibilities and provides opportunities to discuss how best to approach and succeed in the role. Training is structured around core themes of:

- School governance in an academy
- The roles of the Local Governing Body and the Trust Board
- Examples of different models of delegation
- Your role as a local governor

Single-Academy Trusts (SATs) and Multi-Academy Trusts (MATs)

For those new to trusteeship on a SAT or MAT Board please contact us for details of available training.

Autumn 2024

21/10/2024	9.30pm – 12.30pm	Virtual
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Spring 2025

26/02/2025	1.30pm – 4.30pm	Virtual
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Summer 2025

10/06/2025	9.30pm – 12.30pm	Virtual
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New to Clerking Induction

Audience

Newly appointed clerks / governance professionals to governing bodies and their committees in schools and academies across all phases.

Aims

This course is designed to provide newly appointed clerks with the tools needed to perform the role effectively. The training covers:

- The role of the clerk
- Understanding governance and its structures
- Supporting effective governance
- Preparing agendas and minutes
- Administration, advice and guidance (including strategic vs operational role)
- Compliance
- Information management
- Training and development

This course should supplement a broader induction programme with the clerk's school(s) where new clerks have been appointed.

Autumn 2024

16/10/2024	9.30am – 1pm	Virtual
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Spring 2025

14/01/2025	9 30am – 1pm	Virtual
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Summer 2025

29/04/2025	9.30am – 1pm	Virtual
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Termly Governance Briefing Sessions

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies across all phases. These sessions are aimed at all governors. It is recommended that all governing bodies should aim to send at least one representative.

Aims

Governors are invited to attend one of the briefing sessions each term. The sessions provide regular school governance updates hosted by Senior Officers within the Local Authority covering a range of topics and sector updates.

There will be no Termly Governance Briefings in the Summer Term 2025 as the Annual Governance Conference takes place. More information about the Annual Governance Conference can be found on [page 18](#).

Autumn 2024

01/10/2024	1.30pm – 2.30pm	Virtual
03/10/2024	6.30pm – 7.30pm	Virtual

Spring 2025

26/02/2025	6.30pm – 7.30pm	Virtual
27/02/2025	1.30pm – 2.30pm	Virtual

Termly Clerks' Briefing and Networking Sessions

Audience

Clerks / governance professionals in Cambridgeshire maintained schools and academies across all phases.

These sessions advise clerks of any new initiatives and emerging issues on a termly basis.

Aims

They aim to:

- Share best practice about the role of the clerk
- Support networking with other clerks
- Inform clerks about the latest developments to their governing bodies

There will be no Clerks' Briefings during the Summer Term 2025 as the Annual Clerks' Conference takes place. More information about the Clerks' Conference can be found on [page 18](#).

** Colleagues who are not Camclerks are only able to attend "Clerks' Briefings". Only Cambridgeshire Camclerks will be able to attend their dedicated briefings, as direct employees of the Local Authority.*

Autumn 2024

Camclerks Briefing	08/10/2024	10am – 12.30pm	Hunts FA, PE29 6XU
Clerks Briefing	09/10/2024	10am – 11am	Virtual

Spring 2025

Camclerks Briefing	15/01/2025	10am – 12.30pm	Hunts FA, PE29 6XU
Clerks Briefing	29/01/2025	5.30pm – 6.30pm	Virtual

Termly Chairs' Networking Sessions – Peer-to-Peer support on topical governance issues

Audience

Chairs of governors or other interested governors to join a virtual group of peers to discuss topical governance issues, share best practice and approaches to support all school across Cambridgeshire.

Aims

Each session will be facilitated by a member of the School Governance Team and a set of headline topics will be proposed to provide a structure, but the agenda is really for the participants to determine. The session will start with a review of focus topic areas and then participants will go into breakout rooms to discuss in further detail before reporting back to the group any outcomes of their discussions.

The sessions are designed to be fluid and reactive to ensure governors get the most from the sessions and explicitly address concerns or areas of focus in their schools.

Some possible topic areas will be:

- Recruitment and culture
- Getting the most out of your Clerk
- Strategic planning and vision setting
- Effective monitoring
- What does a good Governor Action Plan look like

Autumn 2024

07/11/2024	6pm – 7.30pm	Virtual
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Spring 2025

25/02/2025	6pm – 7.30pm	Virtual
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Summer 2025

12/06/2025	6pm – 7.30pm	Virtual
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Annual Governance Conference

Thursday 19 June 2025

(9.30am – 1.00pm)

For all involved in school governance in Cambridgeshire maintained schools and academies across all phases.

A more detailed agenda for the Governance Conference will be shared early in the Summer Term.

Annual Clerks' Conference

Wednesday 11 June 2025

(9.30am – 1.00pm)

For Camclerks and all other clerks / governance professionals supporting schools in Cambridgeshire.

A more detailed agenda for the Clerks' Conference will be shared early in the Summer Term.

**Save
the dates**



Taking the Chair

Audience

New Chairs of Governors, Committee Chairs or Aspiring Chairs in schools across all phases.

Aims

This course encourages discussion and sharing practice and experiences. It will enable new chairs to reflect, consider their strengths and identify areas for development focused around the following key topics:

Module 1 – What is a good chair

Module 2 – The chair as leader of the team

Module 3 – The chair's role in securing improvement

Module 4 – A year in review – evaluating the learning and experience of the Taking the Chair programme

This course is aimed at prospective and new chairs of schools, academies, local governing bodies and MATs and chairs of committees who wish to develop their confidence and skills, also experienced chairs that are keen to review their effectiveness in the role. These sessions are best accessed as a whole course. Governors who enrol are asked to commit themselves to attending all four modules, which also supports networking amongst those attending.

- Leading and managing the work of the governing body
- The relationship between the headteacher and the chair
- The relationship between the clerk and the chair
- Practical experiences and issues eg having challenging conversations
- Focusing on school improvement and strategy

Autumn 2024

Module 1	08/10/2024	6pm – 8pm	Hunts FA, PE29 6XU
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Spring 2025

Module 2	21/01/2025	6pm – 8pm	Virtual
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Module 3	11/03/2025	6pm – 8pm	Virtual
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Summer 2025

Module 4	18/06/2025	6pm – 8pm	Virtual
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Safeguarding – A Governor's Role

It is recommended that governors update their safeguarding training every 2 years as good practice.

Audience

Those involved in school governance in Cambridgeshire schools across all phases.

Aims

Safeguarding children remains an essential role that all schools and governors are committed to achieving. We want to ensure that all schools are supported in their roles to effectively safeguard and promote the welfare and well-being of children, as well as knowing how to respond if a child is subject to abuse.

This course will explore safeguarding and child protection from a governor's perspective, providing relevant background information, changes to legislation and legal requirements, opportunities to discuss case studies and ensuring preparedness for Ofsted.

Topics to be covered include:

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

Autumn 2024

18/09/2024	9.30am – 11.30am	Virtual
22/10/2024	6pm – 8pm	Virtual
26/11/2024	10am – 12pm	Virtual

Spring 2025

14/01/2025	9.30am – 11.30am	Virtual
27/02/2025	9.30am – 11.30am	Virtual
11/03/2025	6pm – 8pm	Virtual

Summer 2025

12/05/2025	12.30pm – 2.30pm	Virtual
17/06/2025	9.30am – 11.30am	Virtual
08/07/2025	6pm – 8pm	Virtual

Being An Effective Safeguarding Governor

Audience

This one-hour interactive online session is designed for existing or future safeguarding governors in maintained schools and academies.

Aims

The role of the safeguarding governor can seem daunting and overwhelming, but this needn't be the case! The session will cover:

- What makes an effective governor
- The role of the safeguarding governor
- The breadth of responsibilities
- What data do you need and where might that come from?
- Monitoring activities and approaches (What do you need to know? What questions do you need to ask? How can you fulfil your role?)

Attendees will leave with a range of strategies and resources to support them in their role.

Please note: Attendees should have attended the sister course to this session: 'Safeguarding – A Governor's Role' within the past 3 years prior to attending this session.

Autumn 2024

03/12/2024	6pm – 7pm	Virtual
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Spring 2025

18/03/2025	6pm – 7pm	Virtual
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Summer 2025

10/07/2025	10am – 11am	Virtual
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Developing and Monitoring the Primary Curriculum

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies across all phases.

Aims

The session will explore governing bodies understanding, ethos and planning of the curriculum for their school:

- Understand curriculum requirements relating to the Ofsted inspection framework
- Explore the enhanced emphasis on curriculum entitlement of all pupils including SEND
- Understand intent, implementation and impact
- Check, develop and align your school's vision and ethos to the curriculum
- Develop evaluation and monitoring skills

Autumn 2024

25/09/2024	6.30pm – 8.30pm	Virtual
27/11/2024	6pm – 8pm	Virtual

Spring 2025

04/02/2025	6pm – 8pm	Virtual
17/03/2025	6pm – 8pm	Virtual

Summer 2025

23/04/2025	6pm – 8pm	Virtual
25/06/2025	6pm – 8pm	Virtual

Analysing and Using Data

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies across all phases.

Aims

In this training “using key evidence to challenge school performance” we will look at the following:

- Consider the role and responsibilities of the governing body in using data to challenge school performance
- Practically challenge each other on your ability as a governing body to hold your school to account
- Consider the different types of data and evidence available
- Consider and practise key questions to ask school leaders

Autumn 2024

24/09/2024	6pm – 8pm	Virtual
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Spring 2025

04/03/2025	6.30pm – 8.30pm	Virtual
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Summer 2025

04/06/2025	6pm – 8pm	Virtual
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Improving Outcomes for Disadvantaged Pupils

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies across all phases with particular benefit for Pupil Premium/Disadvantaged Pupils Link Governors.

Aims

This course aims to provide governors with the knowledge, skills and confidence to support and challenge senior leaders in accelerating pupil progress for this defined cohort of pupils. It will focus on:

- The effective use of the Pupil Premium and Recovery Premium funding identification of disadvantaged groups and the use of intervention strategies.
- Role of governors in monitoring the Pupil Premium Strategy, its implementation and effectiveness.

Autumn 2024

23/10/2024	6pm – 8pm	Virtual
25/11/2024	6pm – 8pm	Virtual

Spring 2025

03/02/2025	6.30pm – 8.30pm	Virtual
25/03/2025	6.30pm – 8.30pm	Virtual

Summer 2025

28/04/2025	6pm – 8pm	Virtual
03/07/2025	6.30pm – 8.30pm	Virtual

Early Reading and Phonics

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies across all phases, particularly governors who are members of the Standards/Curriculum Committee and/or monitor the administration of the yearly Phonics Screening Check for Year 1 and Year 2 pupils.

Aims

To enable governors to develop an understanding of:

- Phonics teaching and learning and its application to reading
- Assessment and progression in phonics learning
- Administration of the phonics screening check in Year 1 and Year 2, key messages within the Department of Education's Reading Framework and the Ofsted Handbook.
- Phonics screening check outcomes at national and local level.

Autumn 2024

14/10/2024	6pm – 7.30pm	Virtual
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Spring 2025

30/01/2025	1pm – 2.30pm	Virtual
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Summer 2025

07/07/2025	6pm – 7.30pm	Virtual
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The Early Years

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies, particularly governors who are members of the Standards/Curriculum Committee and/or monitor the implementation of the EYFS and EYFS Profile in their school.

Aims

To enable governors to develop an understanding of:

- The Early Years Foundation Stage Statutory Framework (2023).
- What curriculum and assessment looks like in the EYFS.
- Good practice in the Early Years, including how governors can support and monitor this.

Autumn 2024

14/11/2024	6pm – 7.30pm	Virtual
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Spring 2025

05/02/2025	10am – 11.30am	Virtual
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Summer 2025

21/05/2025	1pm – 2.30pm	Virtual
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Special Educational Needs and Disabilities (SEND): What Governors Need to Know

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies across all phases, with particular benefit for those who are SEND Link Governors or members of the Standards/Curriculum Committee.

Aims

This course will focus upon the national and local context related to Special Educational Needs and Disabilities and support governors to review key aspects of SEND provision in their school, learning from other identified good practices.

Governors are asked to bring their school's Local Offer and SEND Policy as part of this training session, which will also introduce relevant legislation and guidance, the duties and expectations on governing bodies and signpost additional support opportunities for further information.

Autumn 2024

17/10/2024	6pm – 8pm	Virtual
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Spring 2025

15/01/2025	10.30am – 12.30pm	Virtual
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Summer 2025

22/04/2025	12.30pm – 2.30pm	Virtual
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Headteacher's Performance Management Review

Audience

Those involved in school governance in Cambridgeshire maintained schools who are members of the Headteacher Appraisal Performance Management Committee. We recommend that the committee is constituted with three members and that training is undertaken on a rolling three-year basis.

Aims

This course is focused upon the governor's role in the performance management review process of the Headteacher and is considered to be essential learning for those governors who are part of supporting the process in their school.

Learning to be covered as part of this training includes:

- The role of the external adviser supporting the Headteacher Review process
- Understanding the governor's role in performance management for the Headteacher and monitoring the performance of all staff through the school's Appraisal Policy
- Discussing the process, in particular considering objectives, success criteria and evidence linked to school improvement priorities
- Knowing where to go to get further advice to support the process or where there are concerns of underperformance

Autumn 2024

15/10/2024	12.30pm – 2.30pm	Virtual
16/10/2024	6pm – 8pm	Virtual

Summer 2025

24/06/2025	12.30pm – 2.30pm	Virtual
10/07/2025	6.30pm – 8.30pm	Virtual

Balancing School Improvement and Well-Being

Audience

All school governors, particularly those with an interest or role in supporting mental health and well-being.

Aims

This session will allow for governors to learn about and reflect on how school improvement can work in partnership with the well-being of all. 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

Autumn 2024

26/09/2024	6pm – 8pm	Virtual
13/11/2024	6pm – 8pm	Virtual

Spring 2025

16/01/2025	6pm – 8pm	Virtual
12/03/2025	6pm – 8pm	Virtual

Summer 2025

14/05/2025	6pm – 8pm	Virtual
19/06/2025	6pm – 8pm	Virtual

Supporting Chairs of Governors (COGs): Network Group

Audience

Chairs of Governors

Aims

This offer of a series of face-to-face sessions to support the well-being of COGs, results from individual requests and the identification of need as the demands of the role of the COG rise. It is expected that COGs commit to attending the full series of 3 sessions in order for positive professional relationships to be built. Boundaries will be set at the start of each session. Small group sizes will allow for maximum engagement and participation. The session leader, Juliet Adlouné, will not be offering specific governance advice but can signpost to colleagues if needed.

Juliet will use her experience and expertise in the fields of school leadership, advisory school improvement and adult mental health to facilitate:

- A safe, supported and confidential space
- Networking opportunities in order to collaborate and to seek or offer expertise
- A shared approach to overcoming common issues and challenges experienced
- A dynamic approach responding to the needs of the group
- Professional dialogue about systems and structures which support COGs and governing bodies as a whole

The cost to attend this course is £90 per participant.

Autumn 2024

Session 1	21/10/2024	6pm – 8pm	Room 7, Sunley House, CB23 3AB
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Spring 2025

Session 2	22/01/2025	6pm – 8pm	Room 7 Sunley House, CB23 3AB
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Summer 2025

Session 3	21/05/2025	6pm – 8pm	Room 7 Sunley House, CB23 3AB
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Well-Being (Broader Training Opportunities)

To supplement and further support Governors' knowledge and understanding, training in Mental Health First Aid and Suicide First Aid training as outlined below may be of interest. Additional cost applies to undertaking these.

MHFA Course Aims [face-to-face]

The flagship MHFA course [with added benefits of ongoing support and App] qualifies you over two days as a Mental Health First Aider with:

- An in-depth understanding of mental health and the factors that can 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 interpersonal skills such as non-judgmental listening
- Knowledge to help someone recover their health by guiding them to further support – whether that's self-help resources, through their employer, the NHS, or a mix.

There is now an option to undertake a post-course qualification RSPH level 3.

One day Adult MHFA Champion Course Aims (virtual)

The one-day mental health awareness and skills course qualifies you as an Adult Mental Health First Aid Champion. By virtue of it being only 1 day, there is 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
- Ability to spot signs of mental ill health and skills to support positive well-being

For further information, including costing, please contact:

Juliet Adlouné – Professional Development and Improvement Adviser [Primary] School Improvement Service

Email: juliet.adlouné@cambridgeshire.gov.uk

Tel: 07768 711634

Well-Being (Broader Training Opportunities)

To supplement and further support Governors' knowledge and understanding, training in Mental Health First Aid and Suicide First Aid training as outlined below may be of interest.

Half day Adult MHFA Awareness Course Aims (virtual)

The half-day course is an introductory four-hour session to raise awareness of mental health. It is designed to give you:

- An understanding of what mental health is and how to challenge stigma
- A basic knowledge of some common mental health issues
- An introduction to looking after your own mental health and maintaining well-being
- Confidence to support someone in distress or who may be experiencing a mental health issue

Refresher Adult Mental Health First Aid Course Aims (virtual)

It is recommended that a Refresher course is attended at least every 3 years. The MHFA Refresher is only for people who have completed an Adult MHFA Two Day course in order to empower you to:

- Keep your awareness of mental health supports current
- Update your knowledge of mental health and what influences it
- Practice applying the Mental Health First Aid action plan

Suicide First Aid Lite [Adult] (virtual)

This is an awareness-based course. The Adult SFA ½ day course outcomes include:

- Suicide thoughts and suicide behaviour; impact and the 'ripple effect'.
- Improving questioning/ listening skills and gaining the confidence to discuss intentions/ options openly
- Learning to recognise the signs that some may be at risk of suicide and knowing what steps to take to keep someone safe.

Juliet Adlouné, MHFA Instructor/SFA Associate Tutor has validated experience of delivering both open and closed courses to delegates within the education sector and in a wide range of other workplaces.

For further information, including costing, please contact:

Juliet Adlouné – Professional Development and Improvement Adviser [Primary] School Improvement Service

Email: juliet.adlouné@cambridgeshire.gov.uk

Tel: 07768 711634

Being An Effective Governing Body (Getting Ofsted Ready)

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies.

Aims

This session will help school governors prepare for their next Ofsted inspection or HMI monitoring visits. Key elements that will be included are:

- The inspection process and framework
- Latest developments
- Reviewing the information you have
- Assessing the impact you have made
- Questions that could be asked

Autumn 2024

21/10/2024	6pm – 8pm	Virtual
27/11/2024	6pm – 8pm	Virtual

Spring 2025

28/01/2025	6pm – 8pm	Virtual
24/03/2025	12.30pm – 2.30pm	Virtual

Summer 2025

01/05/2025	6pm – 8pm	Virtual
02/07/2025	6pm – 8pm	Virtual

Managing Complaints and Allegations for Governors and Clerks

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies.

Aims

This session focuses mainly on complaint handling but will also provide an overview of how allegations against staff are dealt with. The session will discuss and refer to the changes and updates to the Cambridgeshire 2023 model complaints policy (and guidance) with consideration to process, timescales, and roles.

How to minimise and handle a school complaint

- Improving communication
- Procedural guidance and timelines
- Stage 2 investigations – the role of the chair
- Stage 3 panels and hearings

Allegations against staff

- What happens when an allegation is made?
- What is the role of the headteacher?
- What is the role of the Local Authority Designated Officer?

Autumn 2024

06/11/2024	6pm – 8pm	Virtual
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Spring 2025

08/01/2025	6pm – 8pm	Virtual
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Summer 2025

15/05/2025	9.30am – 11.30am	Virtual
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Safer Recruitment in Schools

Audience

Governors and Senior Leaders in schools across all phases in Cambridgeshire and those involved in staff/Headteacher recruitment.

Aims

Each recruitment panel must have at least one trained person in safer recruitment practices. It is recommended that the training is updated on a three-yearly basis. This training can also be utilised as refresher training; however, we offer a shorter Safer Recruitment Refresher course which may be more appropriate for those who have been previously trained. The aims of this course are to enable participants to:

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

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

Full Day sessions are available as well as two half day sessions (you must attend Part 1 and 2 of the half day sessions).

The cost to attend this training for those that are not governors or for non-subscribing schools is £175 per full day or two half day course.

Autumn 2024

Full Day	02/10/2024	9.30am – 4.30pm	Rooms 5 and 7, Sunley House, CB23 3AB
Part 1	14/11/2024	9.30am – 12.30pm	Virtual
Part 2	21/11/2024	9.30am – 12.30pm	Virtual

Spring 2025

Part 1	06/02/2025	1.30pm – 4.30pm	Virtual
Part 2	13/02/2025	1.30pm – 4.30pm	Virtual
Full Day	14/03/2025	9.30am – 4.30pm	Rooms 1 and 2, Sunley House, CB23 3AB

Summer 2025

Part 1	05/06/2025	9.30am – 12.30pm	Virtual
Part 2	12/06/2025	9.30am – 12.30pm	Virtual

Safer Recruitment in Schools – Refresher Course

Audience

Those involved in governance and Senior Leaders in Cambridgeshire maintained schools and academies, across all phases, who have completed the full accredited Safer Recruitment Training and now need to refresh their learning.

Aims

The aim of the course is to re-visit the learning from the full safer recruitment training and bring participants up to date with any changes in the law or recommended recruitment practices and procedures.

Participants will be enabled to:

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

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

The cost to attend this training for those that are not governors or for non-subscribing schools is £133.

Autumn 2024

24/10/2024	10am – 12.30pm	Virtual
28/11/2024	6pm – 8.30pm	Virtual

Spring 2025

03/03/2025	1.30pm – 4pm	Virtual
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Summer 2025

08/05/2025	10am – 12.30pm	Rooms 1 and 2 Sunley House, CB23 3AB
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Handling Allegations Against Headteachers (and other Adults in School)

Audience

Whilst this course is directly aimed at Chairs of Governors, it is also suitable for any school governor who wishes to understand the processes which take place when an allegation is made.

Aims

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 of these questions and more can be found in this 1-hour virtual course which will be delivered by the School Improvement Service. We will consider:

- What constitutes an allegation
- 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

Autumn 2024

07/11/2024	9.30am – 10.30am	Virtual
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Spring 2025

27/02/2025	1.30pm – 2.30pm	Virtual
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Summer 2025

01/05/2025	11.30am – 12.30pm	Virtual
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Leadership and Management of Safeguarding

Audience

Those involved in school governance in Cambridgeshire and Peterborough maintained primary schools and academies across all phases.

Aims

Governing bodies have a strategic leadership responsibility for their school's safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to KCSIE ensuring policies, procedures and training in their schools are effective and comply with the law at all times.

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

A bespoke, face-to-face session on safeguarding culture is also offered for whole governing body meetings.

Face to face session for your governing body

Developing and Evaluating your Safeguarding Culture

A tailored 60-minute twilight / early evening session to enable your governors and senior leaders to work together, gaining a common understanding of how to develop the safeguarding culture in your school. Governors can gain insight into the school's monitoring of systems and better understand the evaluative processes to which they can contribute.

Cost per session: £200 for Cambridgeshire LA maintained schools; £220 for out of county, Cambridgeshire academy and independent schools.

How to book: Since these courses are offered via the School Improvement Service, there is a small charge for these course sessions. Each of the courses is bookable via the [Cambridgeshire School Improvement Service course booking system](#) under the 'Leadership and Management of Safeguarding' tab.

For further details please contact
phil.nash@cambridgeshire.gov.uk or
rachael.schofield@cambridgeshire.gov.uk

Leadership and Management of Safeguarding

Developing and Evaluating your Wider Safeguarding Culture

This 60-minute course explores how you can develop a safeguarding culture in school and evaluate the extent to which it is embedded in practice. You will leave with some ready to use strategies to help monitor and evaluate your systems and environment.

Autumn 2024

24/10/2024	1.30pm – 2.30pm	Virtual
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Spring 2025

13/01/2025	11:30am – 12:30pm	Virtual
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Summer 2025

28/04/2025	1.30pm – 2.30pm	Virtual
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Single Central Record

This workshop focuses on all the key checks required to ensure your single central record is kept fully compliant and 'Ofsted 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 single central record with confidence. This course will also be particularly applicable for administrative staff who have a responsibility for managing the SCR.

Autumn 2024

15/10/2024	1.30pm – 2.30pm	Virtual
09/12/2024	11.30am – 12.30pm	Virtual

Spring 2025

28/02/2025	1.30pm – 2.30pm	Virtual
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Summer 2025

02/05/2025	11.30am – 12.30pm	Virtual
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Course fees: £35 per place per session for Cambridgeshire LA maintained schools; £45 per place per session for out of county, Cambridgeshire academy and independent schools.

How to book: Since these courses are offered via the School Improvement Service, there is a small charge for these course sessions. Each of the courses is bookable via the Cambridgeshire School Improvement Service course booking system under the '[Leadership and Management of Safeguarding](#)' tab.

Schools Funding, Budgeting and Financial Monitoring

Audience

School governors in Cambridgeshire across primary, special and maintained nursery schools, but particularly important for members of the Resources/Finance Committee.

Aims

Throughout this course you will cover:

- School funding overview
- Building a budget
- Budget monitoring and the governors' role in this
- Medium term financial planning
- Benchmarking and securing value for money
- Links between budgeting and school improvement
- Internal financial procedures
- Further assistance and support available

Autumn 2024

12/11/20224	6pm – 8pm	Virtual
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Spring 2025

20/01/2025	6.30pm – 8.30pm	Virtual
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Summer 2025

20/05/2025	6.30pm – 8.30pm	Virtual
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Schools Financial Value Standard (SFVS)

Audience

School governors across all phases in Local Authority Maintained Schools, particularly important for members of the Resources/Finance Committee.

Autumn 2024

23/10/2024	6pm – 7.30pm	Virtual
12/11/2024	1pm – 2.30pm	Virtual

Aims

This course aims to cover a basic understanding of the requirements of the Schools Financial Value Standard which focuses upon the timetable and completion, key documentation, systems and processes required in order to demonstrate consistent internal financial procedures, controls and schemes of delegation. The training will also highlight best practice to support your own school's annual return.

Pupil Exclusions: Process and Practice

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies.

Aims

This course will cover both the latest DfE and LA Guidance regarding the exclusion process, and the key role governors and clerks must play.

It will include information on the practical considerations and the governors' and clerks' responsibilities around Discipline Committees and Independent Reviews. The session will be informal and interactive and will include opportunities for questions, discussion, and sharing good practice.

Best practice suggests that governors serving on Exclusion or Exclusion Appeals panels should have received this training within the last two years.

Autumn 2024

04/12/2024	6.30pm – 8.30pm	Virtual
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Spring 2025

10/02/2025	6.30pm – 8.30pm	Virtual
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Summer 2025

13/05/2025	6.30pm – 8.30pm	Virtual
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A Governor's Role in Health and Safety

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies. Particularly the Safeguarding/Health & Safety Link Governor and members of the Resources/Premises/Health & Safety Committee.

Aims

This course is designed to take the mystique out of the subject and to provide governors with the basic knowledge they need to ensure that their school is managed in accordance with good health and safety practice. Topics to be covered include:

- Legislation affecting schools
- The governors' roles and responsibilities
- Sanctions
- Policies and procedures
- Risk assessment
- Safety management systems

Autumn 2024

06/11/2024	9.30am – 12.30pm	Virtual
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Spring 2025

11/02/2025	9.30am – 12.30pm	Virtual
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Summer 2025

06/05/2025	12pm – 3pm	Virtual
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Schools Property Maintenance/Estates Management

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies (of more relevance to maintained schools).

Aims

This course is focused upon the governor's role in the management of school premises, to ensure that all significant hazards are identified and appropriately managed and that all work is carried out to an acceptable standard and complies with legislation, best practice and regulations.

Learning to be covered as part of this training includes:

- Role of the local authority
- Responsibilities of the headteacher and governing body
- Property Adviser
- Indicative service intervals for schools' equipment
- Statutory compliance

Autumn 2024

09/12/2024	9.30am – 11.30am	Virtual
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Spring 2025

06/03/2025	9.30am – 11.30am	Virtual
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Summer 2025

09/06/2025	9.30am – 12.30pm	Hunts FA, PE29 6XU
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The ICT Service – Understanding the Impact of Technology and Data in an Education Setting

A range of courses delivered by expert trainers from The ICT Service, Cambridgeshire County Council's ICT advisory and support service for schools.

Audience

Those involved in school governance in Cambridgeshire maintained primary schools and academies across all phases.

Understanding Data Protection in an Education Setting

As Governors, not necessarily working in an education environment, 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 will 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. Don't let the basics of Data Protection and UK GDPR slip to the bottom of your 'to-do' pile.

How SEND Technology can support students to have 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.

For further information, including costs and booking, please email courses@theictservice.org.uk

Visit www.theictservice.org.uk/training for more details and to express interest. Sessions can be delivered remotely as a 1:1, or alternatively a group/whole school session can be requested.

The ICT Service – Understanding the Impact of Technology and Data in an Education Setting

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.

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.

Filtering and 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.

For further information, including costs and booking, please email courses@theictservice.org.uk

Visit www.theictservice.org.uk/training for more details and to express interest. Sessions can be delivered remotely as a 1:1, or alternatively a group/whole school session can be requested.

The Education of Children in Care (Virtual School)

Audience

Those involved in governance in Cambridgeshire maintained primary schools and academies; particularly those with any responsibility for vulnerable groups including those young people known to or previously known to Social Care. Additionally, those involved in governance outside of Cambridgeshire but who may have Cambridgeshire children in care on the role of their school.

Aims

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. The governing body must be aware of the responsibilities for schools, statutory requirements for staffing, the responsibilities for governors and why this is important.

Note: This training provision is currently being updated (expected to be a webinar series) – information to be available from September 2024. To access, please go to the [Training Bookings](#) section via your GovernorHub login.

Should you require any further information, advice or guidance on the role of the Virtual School or around a specific situation, please do not hesitate to get in touch with the Cambridgeshire Virtual School Team – email: virtualschool@cambridgeshire.gov.uk
Tel: 01223 699883.

E-Learning opportunities



NGA Learning Link

NGA Learning Link – e-learning for school governors, trustees and clerks – National Governance Association

We have partnered with the National Governance Association Learning Link to offer over 60 online training modules on a range of important school governance topics, with a certificate upon completion of every module.

Learning Link is an easy-to-use e-learning platform that will support flexible engagement at any time, place and pace.

Progress within modules can be saved to complete your course in bitesize chunks and learners can access e-learning using different devices including smartphones and tablets.

These lists are correct as at date of publication (May 2024). Download the latest [module list](#) from the NGA Learning Link website.

Subscriptions also include access to a range of bitesize modules and hot topics for governors to access over the course of time.

Registration is FREE to subscribing schools.

To access and register complete the online [self-registration form](#).

Core modules

A suite of eight modules covering key governance areas, perfect for those new to governance or those looking for a refresher. (These modules are included within each of the categories).

<i>Modules</i>	<i>Duration</i>
Governance: Your role, your responsibilities, your organisation	2 hours
Your organisation: Understanding school structures and what children should learn	2 hours
Strategy: Living your values, reaching your vision, managing the risk	2 hours
Progress and attainment: Using data to improve educational outcomes	2 hours
Effective financial governance in schools and trusts	1 hour
Working Together: Building the team and improving the organisation	1 hour 30 mins
Compliance: Assuring your organization, keeping it safe, secure and solvent	1 hour 30 mins
Effectiveness: Governance making an impact, changing lives	1 hour 30 mins

Structure, roles and responsibilities

These modules will help you to understand school and trust structures, and what is expected of you as a governor or trustee.

<i>Modules</i>	<i>Duration</i>
Governance: Your role, your responsibilities, your organisation	2 hours
Getting it right as a staff governor	50 mins
Different models of governance	55 mins
Stakeholder engagement: The governance role	15 mins
Effective MAT governance	1 hour 15 mins
Introduction to local governance	20 mins

Good governance

These modules aim to help you improve the effectiveness of your governing body, including visiting your school or schools, Ofsted inspection and succession planning.

<i>Modules</i>	<i>Duration</i>
Effectiveness: Governance making an impact, changing lives	1 hour 30 mins
Working Together: Building the team and improving the organisation	1 hour 30 mins
Handling difficult situations	55 mins
Ofsted and the new inspection framework	45 mins
Governance visits to schools	10 mins
Succession Planning	40 mins
Governance monitoring: A tool to help drive improvement	10 mins
Holding to account: How to question and challenge	15 mins
Holding to account: How to conduct a courageous conversation	15 mins
Ethical Leadership: A planning tool	Up to 45 mins
Ofsted inspections: Step-by-step	45 mins
Interactive NGA skills audit	Up to 60 mins
Environmental sustainability: The Governance role	30 mins

Vision, ethos and strategic direction

Covering risk management, evaluating effectiveness and your role in school improvement, these modules will help you shape your school or trust's strategic direction.

<i>Modules</i>	<i>Duration</i>
Equality, diversity and inclusion programme	1 hour 30 mins
Strategy: Living your values, reaching your vision, managing the risk	2 hours
Monitoring and evaluation	55 mins
Creating a new vision for your school or trust	15 mins

Pupil success and well-being

These modules focus on the core purpose of your school or trust – the quality of education it should be providing to pupils

<i>Modules</i>	<i>Duration</i>
Your organisation: Understanding school structures and what children should learn	2 hours
Progress and attainment: Using data to improve educational outcomes	2 hours
Arts, culture and creativity: Improving your school or trust and its curriculum	45 mins
Early Years Education	1 hour
Monitoring performance data and targets	50 mins
The governance of SEND	30 mins
Pupil premium	55 mins
Minimising exclusions	15 mins
Panel work programme	3 hours

Staffing

These modules cover the key stages in the lead executive recruitment process and the critical role the governing body has in holding executive leaders to account through effective headteacher appraisal.

<i>Modules</i>	<i>Duration</i>
Headteacher appraisal and capability	55 mins
Setting performance objectives for executive leaders	15 mins
Recruiting a senior executive leader	1 hour
Management of workload and well-being: The governance role	15 mins

Finance

These modules will provide you with the tools and approaches for developing financial efficiency in your school or trust.

<i>Modules</i>	<i>Duration</i>
Effective financial governance in schools and trusts	1 hour
Using Integrated Curriculum and Financial Planning (ICFP)	15 mins

Compliance

Covering key areas of compliance such as safeguarding, health and safety and admissions, these modules will make you aware of the most important points from legislation and guidance.

<i>Modules</i>	<i>Duration</i>
Compliance: Assuring your organisation, keeping it safe, secure and solvent	1 hour 30 mins
Equality and Diversity: A practical guide for governors and trustees	1 hour
Essential safeguarding for governors and trustees	1 hour
Health and Safety	1 hour
Safer recruitment	1 hour 15 mins
Handling complaints in schools and trusts	45 mins

Clerking

These modules will help new and experienced clerks to get a better understanding of their role and how to carry it out well.

<i>Modules</i>	<i>Duration</i>
Panel work: An introduction	25 mins
How to: Review suspensions and exclusions	45 mins
How to: Run an effective admissions appeal panel	45 mins
How to: Run an effective HR review panel	45 mins
How to: Run an effective complaints review panel	45 mins
Introduction to clerking programme	10 mins
What does the governance professional do?	40 mins
How governance works	40 mins
How to: Clerk in different types of school organisation	20 mins
How to: Find and use key sources for governance	30 mins
How to: Arrange meetings	20 mins
How to: Minute a meeting effectively	40 mins
How to: Manage information and documents	20 mins
How to: Support the membership of the board	30 mins
Clerking in new contexts: MAT local governance tier	2 hours
Clerking in new contexts: LA maintained governing board	2 hours
Clerking in new contexts: Academy trust boards	2 hours
How to: Support the development of the board	30 mins
How to: Become a trusted advisor	30 mins
How to: Clerk courageously	30 mins

Bitesize modules

A selection of modules in easily digestible bite-sized chunks that take between 5 and 15 minutes to complete.

- Minimising exclusions
- Governance monitoring: A tool to help drive improvement
- Governance visits to schools
- Setting performance objectives for executive leaders
- Creating a new vision for your school or trust
- Holding to account: How to conduct a courageous conversation
- Holding to account: How to question and challenge
- Using Integrated Curriculum and Financial Planning (ICFP) to resource the best curriculum for your pupils
- Stakeholder engagement

These lists are correct as at date of publication (May 2024). Download the latest [module list](#) from the NGA Learning Link website.

Registration is FREE to subscribing schools.

To access and register complete the online [self-registration form](#).

Further online modules

Included in the NGA learning link offer are a range of modules developed by Virtual College for a wider audience, which provide useful background information on a range of topics with relevance to governance such as important aspects of safeguarding and health and safety.

School Governance Team contact information

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For queries relating to procedural advice:

Tel: 01223 507260

Email: school.governance@cambridgeshire.gov.uk