Lancashire Governor Services

Training and Development Programme

2023 ▶ 2024

FOR GOVERNORS AND GOVERNING BOARDS/TRUSTS

lancashire.gov.uk

Lancashire
County
Council

Contents

Introduction

Welcome to the Lancashire Governor Services Training and Development Programme for 2023/24. As we kick off a new academic year, our rebranded Training Brochure is tailored to align closely with national and regional school governance priorities.

This year, in response to feedback and evolving educational needs. Our emphasis has been on refining the course structures, particularly the length of online courses. Our online courses are concise, informative and are developed to ensure you have the most relevant and up-to-date information to perform your roles. This ensures that even amidst busy schedules, governors can find our training sessions accessible and every minute of participation valuable and productive.

Our approach to flexible learning continues with a combination of face-to-face sessions and online video conferencing courses, allowing participants to engage in a manner that suits their preferences and commitments. Until 31st October, the extended digital course list can be browsed by selecting the 'online' filter on the LPDS website. From 1st November our course booking system will migrate over to Governor Hub.

Eligibility for our courses extends to all governors from schools under the 2023/24 Lancashire Governor Training and Development Service Level Agreement (SLA). Those from non-subscribing schools are welcome to join on a 'pay-as-you-attend' basis.

Our Tutor Team, comprising Lancashire Officers, educational consultants, advisors, retired headteachers, and seasoned Chairs of Governors, delivers a wealth of experience and ensures our training remains both topical and instrumental.

It's imperative, in line with the Service Level Agreement, to highlight that non-attendance may incur charges. In case of any alterations to your participation, we request early communication to us and also to your respective School Business Manager or Bursar. This facilitates smoother logistics, especially given the waiting lists for many courses.

We actively seek and value your feedback. For insights, suggestions, or areas of potential exploration, please connect with us at: **lpds@lancashire.gov.uk.**

Courses Offered

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

	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Effective Governance							
Strategic marketing and promotion	✓	✓	✓			✓	15
New Governor Induction	✓	✓	✓	✓	✓	✓	16
Asking the right questions	✓	✓	✓	✓	✓		17
The role of the training and development governor	✓	✓	✓	✓	✓	✓	17
Managing difficult conversations	✓	✓	✓	✓	✓		19
What good governance looks like	✓	✓	✓			✓	19
Engaging your stakeholders	✓	✓	✓	✓			20
Recruiting governors	✓	✓	✓	✓		✓	20
Wellbeing A strategic guide for governors	✓	✓	✓	✓	✓	✓	22
Effective School Visits	✓	✓	✓	✓			23
Your role on governing bodies	✓	✓	✓	✓	✓	✓	24
Your role as a nominated governor	✓	✓	✓	✓	✓	✓	25
Pupil behaviour: a governor's role	✓	✓	✓	✓	✓	✓	26
Strategic safeguarding for governors	✓	✓	✓	✓	✓	✓	27
Strategic Leadership							
Culture, Ethos and Values	✓	✓	✓		✓	✓	29
Vision & Strategic Planning	✓	✓	✓		✓	✓	30
Chairs' Forum	✓	✓	✓	✓	✓	✓	31
Chairs' Conference	✓	✓	✓	✓	✓	✓	32

Applying for a VENUE Course

How do I book onto a Course?

The easiest way to book a Governor Training Course is to book online at **https://www.lancashire.gov.uk/lpds/** This enables you to book courses in the evening and weekends at a time that is convenient for you.
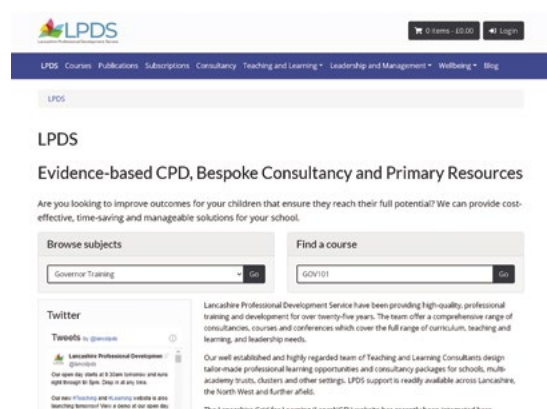
To search for a course by keyword and/or subject area, please enter GOV in the 'Find a course' box. If you know the course code (for example GOV101) you can enter this in the box to direct you to that specific course.

Alternatively, please select Governor Training from the drop down list in the 'Browse subjects' box.
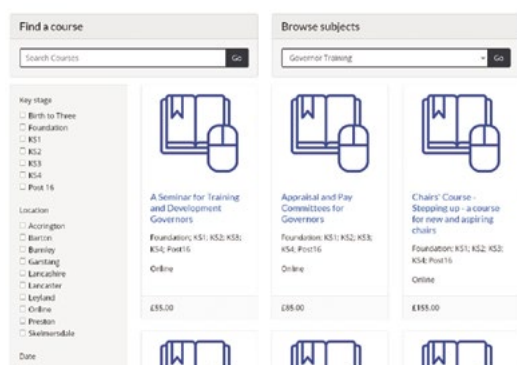
All current courses are listed on this page. The list automatically updates as new courses are added into the programme throughout the academic year.

In the left hand column under location you can select 'online' to filter the courses that are available to be undertaken from home via an online video conferencing platform.
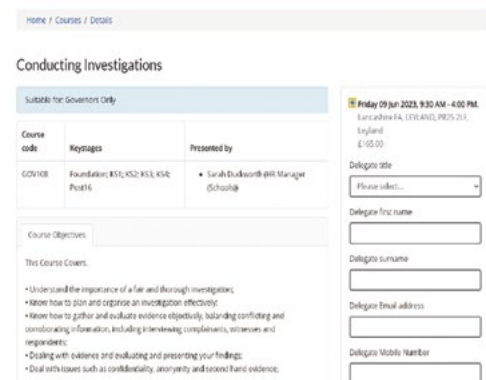
The Headteacher or school bursar can create you an account. Click login in the top right corner. Enter your username and password. Select your chosen course date/venue, and complete your attendee details, before selecting 'Book Course'. There is no need to add you school information, this is linked to your account.

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

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

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

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

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

We are able to provide confirmation of attendance on VENUE courses by emailing **lpds@lancashire.gov.uk**

School Based and Cluster Courses

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

How do I arrange School Based Training?

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

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

Contact the training team on:
Tel: **01257 516100**
Email: **lpds@lancashire.gov.uk**

What happens next?

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

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

How do I arrange Cluster Training?

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

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

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

Additional School based Courses?

For any schools wishing to book additional school-based course above their 1 free course, or for non-SLA schools – School Based courses will be priced at £399 per session.

E-Learning for Governors (NGA Learning Link)

Schools that purchase the Lancashire Governor Training and Development Service Level Agreement (SLA) are entitled to free access to the National Governance Association (NGA) e-learning platform. This is called 'Learning Link'. It provides over 50 interactive and engaging modules for your entire board to use. Schools that do not purchase the Lancashire SLA, the individual annual subscription to the NGA for this service is currently £180.

How do you register for learning link?
1. Governors should register to access the e-learning at: **https://nga.vc-enable.co.uk/Register**
2. Add your details to the self-registration form in the following order:
   a. Your first name
   b. Your last name
   c. Your email
   d. Your phone number (optional)
   e. Your governance role title (optional)
   f. Your school or academy – use the search box and make sure to select the right one using the postcode*
3. Click the green register button to submit your application for approval.
4. Approval is not immediate, and you must wait for email confirmation of approval. It can take time to receive this email particularly if your application is submitted over a weekend or in the evening.
5. Your confirmation email will be sent to you. Once you receive your email confirmation, which includes your login details you can login to Learning Link and start to use it whenever you want to.

Learning Link Benefits
- Over 50 CPD training modules
- Eight new induction modules
- A certificate of achievement with every module
- Secure access – 24 hours, 7 days a week
- Multi-device access – desktops, tablets and smartphones
- Tracked learning – revisit content, take a break or pick up where you left off
- A dedicated support service If governors have any problems registering, please call the NGA team:

Tel: **0121 237 4600**
Email: **learninglink@nga.org.uk**

SECTION ONE

Effective Governance

Strategic marketing and promotion

Course Description

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

❌ Venue ✅ School Based ❌ Video Conferencing

New Governor Induction

Course Description

This course will provide Governors with:
- An understanding of strong and effective governance.
- Improved knowledge of the statutory responsibilities of Governors.
- Help Governors in supporting school improvement.
- Understanding the differences between the roles of Headteacher and Governors.

This course will examine the statutory duties and responsibilities of Governors and give Governors greater confidence and understanding in:
- supporting school improvement.
- corporate responsibilities such as school finances.
- the role of nominated governors; and
- the inspection processes.

✔ Venue   ✘ School Based   ✔ Video Conferencing

Course Activity Reference GOV116	
Date/Time	**Venue**
Tuesday 3 October 2023, 9.30am - 10.30am	Online Video Conferencing
Wednesday 11 October 2023, 6.00pm - 8.00pm	Online Video Conferencing
Saturday 14 October 2023, 9.30am - 12.00pm	Online Video Conferencing
Saturday 18 November 2023, 1.30pm – 4.00pm	Lancashire FA, Leyland
Monday 27 November 2023, 6.00pm - 8.00pm	Online Video Conferencing
Thursday 7 December 2023, 9.30am - 11.30am	Online Video Conferencing
Saturday 20 January 2024, 9.30am - 12.00pm	Oswaldtwistle Mills Clifton Mill, Accrington
Tuesday 23 January 2024, 6.00pm - 8.00pm	Online Video Conferencing
Wednesday 31 January 2024, 9.30am - 11.30pm	Online Video Conferencing
Monday 19 February 2024, 6.00pm - 8.00pm	Online Video Conferencing
Saturday 24 February 2024, 9.30am - 12.00pm	Ormskirk West End Primary School
Friday 8 March 2024, 6.00pm - 8.00pm	Online Video Conferencing
Monday 18 March 2024, 1.00pm - 3.00pm	Online Video Conferencing
Thursday 21 March 2024, 1.30pm - 4.00pm	Lancashire FA, Leyland
Wednesday 27 March 2024, 6.00pm - 8.00pm	Online Video Conferencing
Tuesday 16 April 2024, 1.00pm - 3.00pm	Online Video Conferencing
Thursday 25 April 2024, 6.00pm - 8.00pm	Online Video Conferencing
Tuesday 14 May 2024, 9.30am - 11.30am	Online Video Conferencing
Saturday 18 May 2024, 6.30pm - 9.00pm	Lancashire FA, Leyland
Wednesday 22 May 2024, 6.00pm - 8.00pm	Online Video Conferencing
Monday 10 June 2024, 6.00pm - 8.00pm	Online Video Conferencing
Thursday 20 June 2024, 9.30am - 11.30pm	Online Video Conferencing
Saturday 20 July 2024, 9.30am - 12.00pm	Oswaldtwistle Mills Clifton Mill, Accrington

Asking the right questions

Course Description

Asking the right questions provides an important opportunity for governors to see for themselves how the school is implementing their policies and improvement plans and how they are working in practice.

Using case studies, exercises and discussion, this workshop will develop governors' knowledge and skills to focus and maximise learning from school visits so that they are better able to ask challenging questions to hold Executive Leaders to account.

The course will:
Clarify the purpose of asking challenging questions within the context of the Governing Board's core functions.
- Focus on questions that hold leaders to account.
- Explore questioning techniques for different situations.
- Reinforce the need for questions that assess progress towards key performance indicators.

❌ Venue   ✅ School Based   ✅ Video Conferencing

Course Activity Reference GOV136	
Date/Time	**Venue**
Monday 25 September 2023, 9.30am - 10.30am	Online Video Conferencing
Tuesday 14 November 2023, 6.00pm - 7.00pm	Online Video Conferencing
Monday 11 March 2024, 9.30am - 10.30am	Online Video Conferencing

The role of the training and development governor

Course Description

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

❌ Venue   ❌ School Based   ✅ Video Conferencing

Course Activity Reference GOV151	
Date/Time	**Venue**
Thursday 28 September 2023, 6.00pm - 7.00pm	Online Video Conferencing
Tuesday 7 November 2023, 1.00pm - 2.00pm	Online Video Conferencing
Tuesday 23 January 2024, 6.00pm - 7.00pm	Online Video Conferencing
Tuesday 7 May 2024, 6.00pm - 7.00pm	Online Video Conferencing

Managing Difficult Conversations

Course Description

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

❌ Venue ✅ School Based ✅ Video Conferencing

Course Activity Reference GOV154	
Date/Time	**Venue**
Tuesday 10 October 2023, 9.30am - 10.30am	Online Video Conferencing
Tuesday 20 February 2024, 6.00pm - 7.00pm	Online Video Conferencing
Wednesday 5 June 2024, 9.30am - 10.30am	Online Video Conferencing

What good governance looks like

Course Description

A course suitable for all governors, including those new to the role, and equally/ especially appropriate for a whole governing board. It aims to:-

- Revisit the core purpose and processes of governance
- Help governors know their school better
- Share experience, bring confidence, and strengthen boards
- Reference the latest OFSTED inspection guidance

Each element of the DfE Governance Handbook is addressed in simple terms with examples to help develop best practice.

❌ Venue ✅ School Based ✅ Video Conferencing

Course Activity Reference GOV155	
Date/Time	**Venue**
Thursday 12 October 2023, 6.00pm - 7.00pm	Online Video Conferencing
Tuesday 5 December 2023, 9.30am - 10.30am	Online Video Conferencing
Wednesday 13 March 2024, 1.00pm - 2.30pm	Online Video Conferencing
Tuesday 21 May 2024, 1.00pm - 2.30pm	Online Video Conferencing

Engaging your stakeholders

Course Description

This Coures covers:
- Who are our stakeholders?
- Why should we be close to our stakeholders?
- When and how should we engage stakeholders?
- How can we develop our presence in our community?
- How can we show the impact of engagement?

❌ Venue   ✅ School Based   ✅ Video Conferencing

Course Activity Reference GOV124	
Date/Time	**Venue**
Monday 30 October 2023, 9.30am - 10.30am	Online Video Conferencing
Tuesday 9 January 2024, 6.00pm - 7.00pm	Online Video Conferencing
Monday 18 March 2024, 6.00pm - 7.00pm	Online Video Conferencing
Tuesday 7 May 2024, 9.30am - 10.30am	Online Video Conferencing

Recruiting governors

Course Description

- Review recruitment planning strategies.
- Consider governor skills required.
- Consider recruitment and induction together.
- Decide on key information required for induction resources.

❌ Venue   ✅ School Based   ✅ Video Conferencing

Course Activity Reference GOV157	
Date/Time	**Venue**
Thursday 5 October 2023, 1.00pm - 2.00pm	Online Video Conferencing
Tuesday 9 January 2024, 1.00pm - 2.00pm	Online Video Conferencing
Thursday 18 April 2024, 9.30am - 10.30am	Online Video Conferencing

Wellbeing: A strategic guide for governors

Course Description

- Understanding the impact of poor wellbeing nationally
- Understand what we can/cannot do as governors to promote good wellbeing in our schools
- Ideas to promote wellbeing
- Increase our understanding of wellbeing in an educational setting

This course is an Hour Long and for Governors Only

❌ Venue   ✅ School Based   ✅ Video Conferencing

Course Activity Reference GOV160	
Date/Time	**Venue**
Wednesday 27 September 2023, 9.30am - 10.30am	Online Video Conferencing
Tuesday 21 November 2023, 1.00pm - 2.00pm	Online Video Conferencing
Tuesday 23 January 2024, 1.00pm - 2.00pm	Online Video Conferencing
Friday 22 March 2024, 9.30am - 10.30am	Online Video Conferencing
Tuesday 21 May 2024, 6.00pm - 7.00pm	Online Video Conferencing

Effective School Visits

Course Description

School Visits provide an important opportunity for governors to see for themselves how the school is implementing their policies and improvement plans and how they are working in practice.

Using case studies, exercises and discussion, this workshop will develop governors' knowledge and skills to focus and maximise learning from school visits so that they are better able to ask challenging questions to hold Executive Leaders to account.

The course will:
• Clarify the purpose of school visits within the context of the Governing board's key functions.
• Identify the requirements of the Code of Conduct and school policies that are relevant.
• Explore best practice for visits and ensure they are focused on the board's priorities.
• Reinforce the links between insights gained and robust accountability and challenge.

✓ Venue   ✗ School Based   ✓ Video Conferencing

Course Activity Reference GOV164	
Date/Time	**Venue**
Tuesday 10 October 2023, 9.30am - 11.30am	Lancashire FA, Leyland
Tuesday 17 October 2023, 1.00pm - 2.00pm	Online Video Conferencing
Monday 15 April 2024, 9.30am - 10.30am	Online Video Conferencing
Tuesday 23 April 2024, 9.30am - 10.30am	Online Video Conferencing
Saturday, 25th May, 9:30 – 11:30am	Lancashire FA, Leyland

Your role on governing body panels

Course Description

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

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

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

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

❌ Venue   ✅ School Based   ✅ Video Conferencing

Course Activity Reference GOV132	
Date/Time	**Venue**
Friday 17 November 2023, 1.00pm - 2.00pm	Online Video Conferencing
Wednesday 21 February 2024, 9.30am - 10.30am	Online Video Conferencing
Tuesday 26 March 2024, 9.30am - 10.30am	Online Video Conferencing

Your role as a nominated governor

Course Description

You have taken on a Nominated (Link) Governor role on the Governing Board.

This course will:
- Explore what the role entails.
- Review planning strategies for meeting staff.
- Explore how best to use the information gained from these visits

❌ Venue   ❌ School Based   ✅ Video Conferencing

Course Activity Reference GOV165	
Date/Time	**Venue**
Thursday 26 October 2023, 6.00pm - 7.00pm	Online Video Conferencing
Wednesday 28 February 2024, 6.00pm - 7.00pm	Online Video Conferencing
Wednesday 29 May 2024, 6.00pm - 7.00pm	Online Video Conferencing

Pupil behaviour: A governors' role

Course Description

- Explore the role of the Governing Board in the promotion of positive behaviour.
- Review DfE and Ofsted guidance concerning behaviour.
- Explore strategies schools can employ that help to prevent suspensions and exclusions.

❌ Venue   ❌ School Based   ✔ Video Conferencing

| Course Activity Reference – GOV156 ||
Date/Time	Venue
Tuesday 31 October 2023, 9.30am - 10.30am	Online Video Conferencing
Tuesday 27 February 2024, 1.00pm - 2.00pm	Online Video Conferencing
Tuesday 28 May 2024, 9.30am - 10.30am	Online Video Conferencing

Strategic safeguarding for governors

Course Description

This course covers:
- To explore the role of the governing body for strategic safeguarding
- To understand the statutory guidelines concerning safeguarding
- Equip governors with the knowledge to provide strategic safeguarding challenge
- To consider good practice and key questions for governor.

The Strategic Safeguarding for Governors courses is aimed at providing all governor's with information advice and guidance to be able to support and provide appropriate safeguarding challenge to their schools.

❌ Venue ❌ School Based ✅ Video Conferencing

Course Activity Reference – GOV159	
Date/Time	**Venue**
Tuesday 26 September 2023, 1.00pm - 2.00pm	Online Video Conferencing
Tuesday 24 October 2023, 6.00pm - 7.00pm	Online Video Conferencing
Wednesday 22 November 2023, 6.00pm - 7.00pm	Online Video Conferencing
Monday 22 January 2024, 6.00pm - 7.00pm	Online Video Conferencing
Friday 23 February 2024, 9.30am - 10.30am	Online Video Conferencing
Wednesday 20 March 2024, 9.30am - 10.30am	Online Video Conferencing
Tuesday 16 April 2024, 6.00pm - 7.00pm	Online Video Conferencing
Monday 1 July 2024, 9.30am - 10.30am	Online Video Conferencing

SECTION TWO

Strategic Leadership

Culture, Ethos & Values

Course Description

- What does a positive culture look like?
- Board role in developing a positive culture.
- Changing a negative culture.
- Vision and strategic planning.
- Values and ethical leadership.

❌ Venue   ✅ School Based   ✅ Video Conferencing

Course Activity Reference – GOV161	
Date/Time	**Venue**
Tuesday 3 October 2023, 6.00pm - 7.00pm	Online Video Conferencing
Tuesday 5 December 2023, 6.00pm - 7.00pm	Online Video Conferencing
Tuesday 6 February 2024, 6.00pm - 7.00pm	Online Video Conferencing
Thursday 14 March 2024, 6.00pm - 7.00pm	Online Video Conferencing
Tuesday 14 May 2024, 6.00pm - 7.00pm	Online Video Conferencing
Tuesday 11 June 2024, 9.30am - 10.30am	Online Video Conferencing

Vision and strategic planning

Course Description

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

❌ Venue ✅ School Based ✅ Video Conferencing

Course Activity Reference – GOV109	
Date/Time	**Venue**
Tuesday 19 September 2023, 9.30am - 10.30am	Online Video Conferencing
Tuesday 28 November 2023, 6.00pm - 7.00pm	Online Video Conferencing
Monday 19 February 2024, 9.30am - 10.30am	Online Video Conferencing
Tuesday 23 April 2024, 6.00pm - 7.00pm	Online Video Conferencing
Monday 10 June 2024, 1.00pm - 2.00pm	Online Video Conferencing

Chairs' Forum

Course Description

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

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

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

Please book one date in the Autumn Term, one date in the Spring Term and one date in the Summer Term.

❌ Venue ❌ School Based ✅ Video Conferencing

Course Activity Reference – GOV423	
AUTUMN TERM Date/Time	**Venue**
Thursday 9 November 2023, 5.00pm - 6.30pm	Online Video Conferencing
Tuesday 14 November 2023, 6.00pm - 7.30pm	Online Video Conferencing

Course Activity Reference – GOV423	
SPRING TERM Date/Time	**Venue**
Thursday 29 February 2024, 5.00pm - 6.30pm	Online Video Conferencing
Tuesday 5 March 2024, 6.00pm - 7.30pm	Online Video Conferencing

Course Activity Reference – GOV423	
SUMMER TERM Date/Time	**Venue**
Thursday 6 June 2024, 5.00pm - 6.30pm	Online Video Conferencing
Tuesday 11 June 2024, 6.00pm - 7.30pm	Online Video Conferencing

Chair of Governors' Conference "When the going gets tough"

Saturday 16 March 2024, 9:30am - 3:00pm, County Hall, Pitt Street, Preston, PR1 8XJ.

Rapid, disruptive change is today is normal. To cope and thrive, leaders need to be agile and resilient. Within education there is increased pressure for raising standards and accountability and the demands of inspection is meaning enormous disruption and transition. Resilience is more relevant than ever as we juggle work lives which are challenging and ever changing with the often-increasing demands from home.

We are living through times that most of us could never have imagined. Many of us are not in the best emotional shape. None of us has infinite energy and our ability to remain compassionate, effective, and productive in both our work and home lives during this difficult time relies on our ability to look after ourselves. Investing in our own wellbeing and developing greater self-compassion needs to be a priority.

In this fast paced, uplifting, and engaging workshop we will explore the latest developments in neuroscience, positive psychology, emotional intelligence and resilience to help you enhance your own well-being, feel less pressured and facilitate resilience and well-being in your schools.

"An independent development consultant for 20 years, a fellow of the CIPD, with a Masters Degree in Business Administration. Previous experience includes - Director of Development at North West Employers, Assistant Director of HR with Salford MBC and Director of Learning for the GMB trade union. Whilst I major in Leadership Development increasingly, I am working with clients, both individually and organisationally on building resilience, performance, wellbeing and happiness and now specialise in the area of equipping leaders to focus on building high performing and thriving organisations. I am regularly commissioned to deliver masterclasses and workshops across the public sector, in health, education, emergency services and local authorities".

SECTION
THREE

Accountability

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

Course Description

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

✓ Venue   ✗ School Based   ✓ Video Conferencing

Course Activity Reference – GOV147	
Date/Time	**Venue**
Thursday 28 September 2023, 2.00pm - 4.30pm	Online Video Conferencing
Wednesday 1 November 2023, 6.00pm - 8.30pm	County Hall, Pitt Street, Preston

Understanding Primary School Data For Governors (A guide to the 2022/2023 data, The IDSR, ASP, LSIP)

Course Description

The pupose of this course is to:
- inform Governors about the 2022/2023 data provided by the Department For Education
- explain the content of the data.
- consider how these charts/tables/graphs can best be used in informing school self-evaluation
- consider the impact of the pandemic on children and moving forward.

YOU WILL NEED TO ASK YOUR HEADTEACHER IF YOU CAN BRING HARD COPIES OF YOUR IDSR, ASP and   LSIP (IF APPLICABLE)

✅ Venue   ❌ School Based   ❌ Video Conferencing

Course Activity Reference – GOV123	
Date/Time	**Venue**
Friday 1 December 2023, 1.15pm - 3.45pm	Lancaster and Morecambe College
Thursday 7 December 2023, 12.30pm - 5.00pm	County Hall, Pitt Street, Preston
Thursday 11 January 2024, 9.15am - 11.45am	Burnley Exchange, Burnley
Friday 12 January 2024, 9.15am - 11.45am	Ormskirk C of E Primary School

Headteacher performance management

Course Description

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

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

❌ Venue   ✅ School Based   ✅ Video Conferencing

Course Activity Reference – GOV149	
Date/Time	**Venue**
Tuesday 17 October 2023, 6.00pm - 7.00pm	Online Video Conferencing
Monday 26 February 2024, 9.30am - 10.30am	Online Video Conferencing
Friday 26 April 2024, 9.30am - 10.30am	Online Video Conferencing

SECTION FOUR

Compliance

Appraisal and Pay Committees for Governors

Course Description

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

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

✔ Venue   ✘ School Based   ✔ Video Conferencing

Course Activity Reference – GOV101	
Date/Time	**Venue**
Tuesday 7 November 2023, 6.30pm - 9.00pm	Online Video Conferencing
Thursday 25 January 2024, 9.30am - 12.00pm	Lancashire FA, Leyland
Tuesday 4 June 2024, 6.30pm - 9.00pm	Online Video Conferencing

Primary Curriculum for Governors

Course Description

This course will give guidance to governors about the key requirements for the National Curriculums and different approaches schools may take. Guidance will be given on key questions that governors may want to ask.

This course introduces the primary school curriculum and the responsibilities of the Governing Board.

The course explores:
- The primary school National Curriculum
- Implications from the most recent Ofsted inspection framework
- The Governing Board's duties and responsibilities in respect of the curriculum
- Ways in which governors can contribute to the monitoring and evaluation of their curriculum.

This course is for primary phase governors only.

✅ Venue ❌ School Based ✅ Video Conferencing

Course Activity Reference – GOV104	
Date/Time	**Venue**
Thursday 9 November 2023, 9.15am - 11.45am	Lancashire FA, Leyland
Tuesday 27 February 2024, 6.30pm - 9.00pm	Online Video Conferencing
Friday 26 April 2024, 9.15am - 11.45am	Burnley Football Club

Equality & Diversity in Schools

Course Description

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

✓ Venue   ✗ School Based   ✓ Video Conferencing

Course Activity Reference – GOV152	
Date/Time	**Venue**
Monday 2 October 2023, 1.30pm - 3.30pm	Online Video Conferencing
Monday 27 November 2023, 6.30pm - 20:30	Lancashire FA, Leyland
Thursday 1 February 2024, 4.30pm - 6.30pm	Online Video Conferencing
Tuesday 26 March 2024, 6.30pm - 8.30pm	Online Video Conferencing
Thursday 9 May 2024, 1.00pm - 3.00pm	Lancaster and Morecambe College
Thursday 27 June 2024, 6.30pm - 8.30pm	Oswaldtwistle Mills Clifton Mill, Accrington

Health and Safety Responsibilities for Governors

Course Description

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

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

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

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

✔ Venue　　✖ School Based　　✔ Video Conferencing

Course Activity Reference – GOV119	
Date/Time	**Venue**
Thursday 14 March 2024, 6.30pm - 9.00pm	Lancashire FA, Leyland
Thursday 25 April 2024, 6.30pm - 9.00pm	Online Video Conferencing
Thursday 4 July 2024, 6.30pm - 9.00pm	Oswaldtwistle Mills Clifton Mill, Accrington

Online Safety for Governors

Course Description

Technological developments and the increased availability of web-enabled devices have brought many benefits and opportunities for children and schools.

The increased access to the Internet has also brought safeguarding implications for schools to consider and deal with.

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

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

❌ Venue   ❌ School Based   ✅ Video Conferencing

Course Activity Reference – GOV121	
Date/Time	**Venue**
Thursday 7 December 2023, 6.30pm - 9.00pm	Online Video Conferencing
Thursday 8 February 2024, 6.30pm - 9.00pm	Online Video Conferencing
Tuesday 18 June 2024, 6.30pm - 9.00pm	Online Video Conferencing

Safer Recruitment for Governors

Course Description

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

Please note that for virtually delivered Safer Recruitment training, delegates will be expected to access the briefing using a device that has both a camera and microphone, and be committed to using both of these throughout the session. Those delegates with devices that do not allow use of a camera/microphone or who are reluctant to use such resources should select a face-to-face briefing to attend.

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

It covers:
- Understanding the principles of abuse.
- Safer recruitment processes and making the right decisions.
- Building a culture of vigilance in your school.

✅ Venue   ❌ School Based   ✅ Video Conferencing

Course Activity Reference – GOV112	
Date/Time	**Venue**
Tuesday 17 October 2023, 9.30am - 4.00pm	Lancashire FA, Leyland
Thursday 16 November 2023, 9.30am - 4.00pm	Online Video Conferencing
Tuesday 20 February 2024, 9.30am – 4.00pm	Ribby Hall Village, Wrea Green
Tuesday 27th February 2023, 9.30am – 4.00pm	Jack McLaughlin Centre, Preston
Wednesday 1 May 2024, 9.30am - 4.00pm	Burnley Football Club
Wednesday 12 June 2024, 9.30am - 4.00pm	Online Video Conferencing
Monday 17 June 2024, 9.30am - 4.00pm	Lancashire FA, Leyland

Special Educational Needs and Disabilities for Governors

Course Description

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

❌ Venue   ❌ School Based   ✔ Video Conferencing

Course Activity Reference – GOV113	
Date/Time	**Venue**
Friday 29 September 2023, 1.15pm - 3.45pm	Online Video Conferencing
Thursday 8 February 2024, 1.15pm - 3.45pm	Online Video Conferencing
Thursday 2 May 2024, 1.15pm - 3.45pm	Online Video Conferencing

Staff Discipline, Grievance, Capability and Attendance for Governors

Course Description

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

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

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

❌ Venue   ❌ School Based   ✔ Video Conferencing

Course Activity Reference – GOV117	
Date/Time	**Venue**
Wednesday 29 November 2023, 6.30pm - 9.00pm	Online Video Conferencing
Monday 22 April 2024, 6.30pm - 9.00pm	Online Video Conferencing

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

Course Description

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

❌ Venue   ❌ School Based   ✅ Video Conferencing

Course Activity Reference – GOV127	
Date/Time	**Venue**
Tuesday 12 December 2023, 6.30pm - 9.00pm	Online Video Conferencing
Monday 11 March 2024, 6.30pm - 9.00pm	Online Video Conferencing
Monday 8 July 2024, 6.30pm - 9.00pm	Online Video Conferencing

Child Protection and Safeguarding

Course Description

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

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

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

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

✔ Venue   ✘ School Based   ✔ Video Conferencing

Course Activity Reference – GOV103	
Date/Time	**Venue**
Wednesday 4 October 2023, 6.00pm - 8.30pm	Online Video Conferencing
Thursday 16 November 2023, 9.30am - 12.30pm	Lancashire FA, Leyland
Tuesday 30 January 2024, 9.30am - 12.00pm	Burnley Football Club
Tuesday 12 March 2024, 9.30am - 12.00pm	Online Video Conferencing
Wednesday 24 April 2024, 6.00pm - 8.30pm	Online Video Conferencing
Thursday 13 June 2024, 9.30am - 12.30pm	Ormskirk West End Primary School

Exclusions and suspensions: A governors' role

Course Description

This course will:
- ensure governors have both the knowledge and the confidence to make a fair and well-informed decision in their role on a pupil discipline committee.

This course is for Governors only.

❌ Venue   ❌ School Based   ✅ Video Conferencing

Course Activity Reference – GOV133	
Date/Time	**Venue**
Monday 16 October 2023, 1.00pm - 2.00pm	Online Video Conferencing
Thursday 14 December 2023, 6.00pm - 7.00pm	Online Video Conferencing
Monday 25 March 2024, 9.30am - 10.30am	Online Video Conferencing
Wednesday 17 April 2024, 1.00pm - 2.00pm	Online Video Conferencing

SECTION
FIVE

Evaluation

Inspection - Preparing for an Ofsted Inspection for Governors

Course Description

This revised course covers the recent changes to Ofsted inspections.

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

This course:
- Covers the new inspection process and framework from September 2019.
- Explains the purpose of inspection in the process of school improvement.
- Enables governors to evaluate the ways in which they support school improvement and communicate this to the inspection team.
- Details the role of the Governing Board in the inspection process - before, during and after the inspection.

✓ Venue   ✗ School Based   ✗ Video Conferencing

Course Activity Reference – GOV107	
Date/Time	**Venue**
Wednesday 18 October 2023, 6.30pm - 9.00pm	Lancashire FA, Leyland
Thursday 19 October 2023, 6.30pm - 9.00pm	Impact Conferencing, Burnley
Tuesday 28 November 2023, 10.00am - 12.00pm	Forrest Hills, Lancaster
Thursday 7 March 2024, 6.30pm - 9.00pm	Dunkenhalgh Hotel, Accrington
Wednesday 24 April 2024, 6.30pm - 9.00pm	Ribby Hall Village, Wrea Green
Wednesday 12 June 2024, 6.30pm - 9.00pm	Lancashire FA, Leyland

Governing Board Self Evaluation

Course Description

This course is to help the Governing Board manage and prioritise its own development. The Governing Board examines in detail its roles and responsibilities, and, with the aid of an experienced Tutor, to audit current practice and effectiveness. This is an excellent preparation course for schools who are considering an external review. The aim is to develop an agreed action plan that the Governing Board is committed to achieving.

✗ Venue   ✓ School Based   ✗ Video Conferencing

Venues

1 Burnley Football Club

Turf Moor
Harry Potts Way
Burnley
BB10 4BX

2 County Hall

(Pitt Street Entrance)
Fishergate
Preston
PR1 8XJ

3 Dunkenhalgh Hotel

Blackburn Road
Clayton-le-Moors
Blackburn
BB5 5JP

4 Early Years Centre

Seven Stars Primary School
Peacock Hall Road
Leyland
PR25 1TD

5 Forrest Hills

Hazelrigg Lane
Ellel
Lancaster
LA2 0PL

6 Impact Conferencing

Life Church
30 Sycamore Avenue
Burnley
BB12 6QP

7 Jack McLaughlin Centre

Corpus Christi High School
St Vincent's Road
Fulwood
Preston
PR2 8QY

8 Lancashire Football Association

County Ground
Thurston Road
Leyland
PR25 2LF

9 Ribby Hall Village

Ribby Road
Wrea Green
Preston
PR4 2PR

10 The Exchange Burnley

Barden Lane
Burnley
BB10 1JD

11 Lancaster and Morecambe College

Morecambe Road
Lancaster
LA1 2TY

12 Ormskirk C of E Primary School

Greetby Hill
Ormskirk
L39 2DP

13 Ormskirk West End Primary School

Grimshaw Lane
Ormskirk
L39 1PA

14 Oswaldtwistle Mills Clifton Mill

Pickup St
Accrington
BB5 0EY

Map showing numbered locations 1–14 across Lancashire, with motorways M6, M55, and M65 marked.

M6
M6
11
M6
5
M6
M55
M6
9
2
8
7
4
M65
M65
10
6
3
1
14
M65
13
12

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2023 ❯ 2024

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