

Welcome to GovernorSpace!

Congratulations! Your application for the GovernorSpace Governance Leadership/Clerking Development programme has been approved! The programme is fully-funded by the Department for Education. You are now ready to begin.

GovernorSpace is a DfE-funded initiative aimed at achieving a step-change in the quality of governance leadership and clerking development in England. This user guide covers **both** the Governance Leadership and Clerking Development programmes.

*** Did you know as of September 2019, TWO members of each board are now eligible to participant in the Governance Leadership programme? This means that your Board could receive upto 12 credits on the Standard programme, enough for four consultancy sessions. If any of your fellow board members would like to apply, please ask them to register at www.governorspace.co.uk ***

The governorspace.co.uk website offers [free resources](#), thought leadership, peer-to-peer networking with GovernorConnect and the facility to publish vacancies with GovernorRecruit.

We hope you find the programme of benefit. Please email governorspace@entrust-ed.co.uk with any queries or feedback.

The GovernorSpace Team

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What is the GovernorSpace Governance Leadership programme? A Step by step guide

The GovernorSpace Governance Leadership programme is flexible and self-paced and consists of five steps.

Step 1: **Self-evaluation against the DfE Competency Framework for Governance (max 2 hours)**

Our online self-evaluation audit enables you to evaluate how your Board currently meets the elements of the DfE [Competency Framework for Governance](#). We recommend you complete the evaluation online and then circulate the PDF of the results to at least two other board members to ensure objectivity.

Mentor allocation: You will be allocated a mentor who will be in touch to arrange a mutually convenient date for your first mentor call. This mentor call will agree your priorities for development based on the self-evaluation results and your conversation and your development plan (see Step 2) if you have one.

Step 2: **Creation of your development plan (2-4 hours)**

It is useful to have completed your development plan prior to your mentor call. You will find a [template and examples](#) on the [GovernorSpace website](#) to help you create a development plan for your governing board.

Step 3: **One-to-one mentoring call (45 minutes)**

Your mentor will contact you to arrange your initial 45-minute call. Our mentors are all experts in governance. Your mentor will review and challenge your development plan and recommend relevant development sessions. Biographies of a selection of our mentors are provided on the GovernorSpace [training page](#).

Step 4: **Activities – Credits (minimum of 6 credits – allocated to your Board Members as you wish)**

You will be allocated credits to be used on a range of activities including consultancy sessions, personal development coaching, interactive online training sessions, pre-recorded training sessions or additional mentoring sessions. Information about these options can be found on the menu bar on the left of the dashboard – [training page](#). The standard rate funding package includes 6 credits and the higher rate funding package consists 18 credits.

Higher rate funded participants can book full bespoke training sessions on a topic of your choice for 15 credits.

Training and development activities can be booked for individual Board members as you feel appropriate. To book sessions please log in to your dashboard at www.governorspace.co.uk/login and click the TRAINING button. You should use up your credits within two terms / nine months.

What can I use my credits on?

OPTION 1: Consultancy session(s)

(1 x 45 minute telephone session = 3 credits, 2 x 45 minute telephone sessions = 6 credits)

You can choose one of our titles or pick your own subject. These sessions, led by a governance consultant with experience in the area chosen, cover issues such as:

- Parental social media - friend or foe? Discuss your concerns and issues
- Unhelpful team dynamics? Talk through relationship issues within the Board
- Being prepared for Ofsted visits
- Are we the right size? Talk through options for creating effective governance teams
- Too many meetings? Talk through the options for monthly, termly etc meetings
- The new Ofsted framework explained
- Working seamlessly with SLT? Practical help in securing satisfying joint working
- Strategic or operational? Overcoming your frustrations about interpretations
- Monitoring the wood not the trees...Practical support on monitoring and measuring
- Challenge isn't confrontation! Support in creating effective challenge
- I don't understand Klingon! Help in navigating the complex educational nomenclature
- Is it a complaint, a grievance, or a concern? Help with understanding emerging problems.
- Exclusion Panel coming up! Talk through how things work and what to watch for.
- To be an LGB chair or a Trustee - that is the question? Explore your practical issues
- A real role for local LGB governors? Help in carving out a sound local role
- Effective risk management

OPTION 2: Personal development coaching (3 credits per 45 minute session)

These sessions designed for more experienced governors, are led by a qualified educational leadership coach. They enable you to reflect on your own strengths and weaknesses, improve your personal performance and use solution-focussed goals to overcome barriers to success. Sessions can be one-off or use additional credits for a course of sessions.

OPTION 3: Additional mentoring sessions (3 credits per 45 minute session)

Mentoring is rather more directive than coaching and so if you need more practical one to one support, you can book an additional two sessions with your mentor on top of the two included in the programme. You must book all sessions via your training dashboard.

OPTION 4: Live interactive training sessions (1 credit per 1 hour session)

Our live web-based sessions give you an opportunity to ask questions of the trainer as you go along. The sessions cover the competencies of the DfE Competency Framework. Titles can be found here <https://www.governorspace.co.uk/training>

OPTION 5: Recorded training sessions (1 credit per 1 hour session)

Our recorded sessions enable you to watch the sessions at a time to suit you. The sessions cover the competencies of the DfE Competency Framework. Titles can be found here <https://www.governorspace.co.uk/training>

Step 5: Follow-up mentor call

The final part of the GovernorSpace programme is a follow-up call with your mentor. This call will enable you to discuss and review your progress with your mentor as well as identify the next steps for your Board.

What is the GovernorSpace Clerking programme? A Step to Step Guide

The GovernorSpace Clerking Development programme is flexible and self-paced and consists of 5 steps.

Step 1: Self-evaluation against the DfE Competency Framework for Governance (max 2 hours)

Our online self-evaluation audit enables you to evaluate how your Board currently meets the elements of the DfE Clerking Competency Framework.

Mentor allocation: You will be allocated a mentor who will be in touch to arrange a mutually convenient date for your first mentor call. This mentor call will agree your priorities for development based on the self-evaluation results and your conversation and your development plan (see Step 2) if you have one.

Step 2: Creation of your development plan (2-4 hours)

It is useful to have completed your development plan prior to your mentor call. You will find a [template and examples](#) on the [GovernorSpace website](#) to help you create a development plan for your governing board.

Step 3: One-to-one mentoring call (45 minutes)

Your mentor will contact you to arrange your initial 45-minute call. Our mentors are all experts in governance. Your mentor will review and challenge your development plan and recommend relevant development sessions. Biographies of a selection of our mentors are provided on the GovernorSpace [training page](#).

Step 4: Activities – 5 Credits

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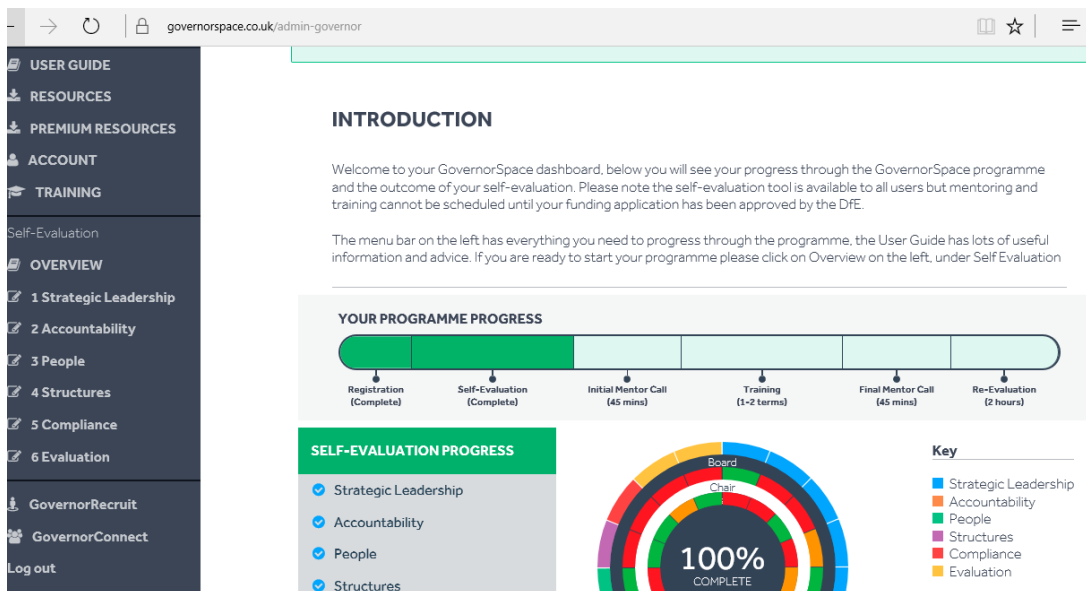
To book sessions please log in to your dashboard at www.governorspace.co.uk/login and click the TRAINING button. You should use up your credits within two terms / nine months.

Step 5: Follow-up mentor call

The final part of the GovernorSpace programme is a follow-up call with your mentor. This call will enable you to discuss and review your progress with your mentor as well as identify the next steps for your Board.

How do I log in to my dashboard?

Go to www.governorspace.co.uk/login to access your dashboard (shown below). If you can't remember your account password, click the "forgot password" link.



INTRODUCTION

Welcome to your GovernorSpace dashboard, below you will see your progress through the GovernorSpace programme and the outcome of your self-evaluation. Please note the self-evaluation tool is available to all users but mentoring and training cannot be scheduled until your funding application has been approved by the DfE.

The menu bar on the left has everything you need to progress through the programme, the User Guide has lots of useful information and advice. If you are ready to start your programme please click on Overview on the left, under Self Evaluation

YOUR PROGRAMME PROGRESS

Registration (Complete) | Self-Evaluation (Complete) | Initial Mentor Call (45 mins) | Training (1-2 terms) | Final Mentor Call (45 mins) | Re-Evaluation (2 hours)

SELF-EVALUATION PROGRESS

- Strategic Leadership
- Accountability
- People
- Structures

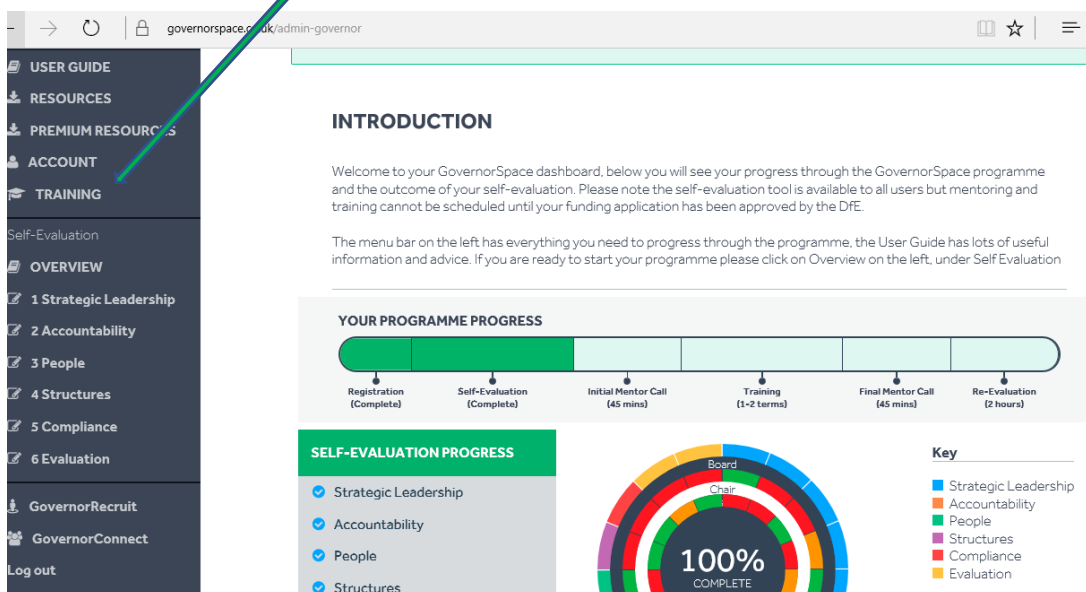
Key

- Strategic Leadership
- Accountability
- People
- Structures
- Compliance
- Evaluation

100% COMPLETE

How do I book training, coaching, mentoring or consultancy?

- Click TRAINING from your dashboard.



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SELF-EVALUATION PROGRESS

- Strategic Leadership
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Key

- Strategic Leadership
- Accountability
- People
- Structures
- Compliance
- Evaluation

100% COMPLETE

b. Choose a session from the list.

governorspace.co.uk/admin-governor/training

plan: we will be running regular sessions on each course and courses will be scheduled on a termly basis. If a convenient date is not currently available for a course you would like to attend please check back again soon.

For additional mentor sessions and bespoke training please book the one course that is available and a member of the team will contact you to arrange a convenient date.

You will receive an email confirmation for each booking with essential further information, please check your junk folder if you don't receive this. Please note bookings can only be cancelled up to a week before the course delivery.

If you require additional credits please click the buy more credits tab.

Your remaining credits **6** [BUY MORE CREDITS](#)

Course Details

Please select a course

- Please Select...
- Accountability for Governors
- Being an Effective Chair
- Clerking: Administration
- Clerking: Advice and Guidance
- Clerking: People and Relationships
- Essentials of Governance
- Finance for Clerks: Academies
- Finance for Clerks: Maintained Schools
- Finance for Governors: Academies
- Finance for Governors: Maintained Schools
- Governance and the School Community
- Self-evaluation and Developing an Effective Team
- Staffing and Performance Management
- Statutory Requirements for Governors
- Strategic Leadership for Chairs
- Strategic Leadership for Governors
- Trustee and Non-Governance in Academies

c. Book a place for yourself (or someone else on the Board if you're on the Governance Leadership programme). You will then receive email confirmation and registration instructions.

governorspace.co.uk/admin-governor/training?cid=9

Course Details

Please select a course

Essentials of Governance

Course Summary

Focusing on the essential issues relating to the Governor role. The training session will explore roles, responsibilities and expectations whilst gaining an understanding of the education processes. In addition, identifying ways to contribute towards school improvement through effective meeting procedures at all levels

Course Duration: 60 mins **Credits:** 1

Book a Place

Course Title: Essentials of Governance

Date	Time	Code	Availability	Book for me	Book for someone else
July 2nd 2018	17:00	GL1-0718-T001	Spaces Available	<input type="checkbox"/>	<input type="checkbox"/> Please enter delegates name
July 3rd 2018	17:00	GL1-0718-T002	Spaces Available	<input type="checkbox"/>	<input type="checkbox"/> Please enter delegates name
July 9th 2018	10:00	GL1-0718-T003	Spaces Available	<input type="checkbox"/>	<input type="checkbox"/> Please enter delegates name
July 10th 2018	00:00	GL1-0718-T004	Spaces Available	<input type="checkbox"/>	<input type="checkbox"/> Please enter delegates name
August 14th 2018	16:00	GL1-0818-T001	Spaces Available	<input type="checkbox"/>	<input type="checkbox"/> Please enter delegates name

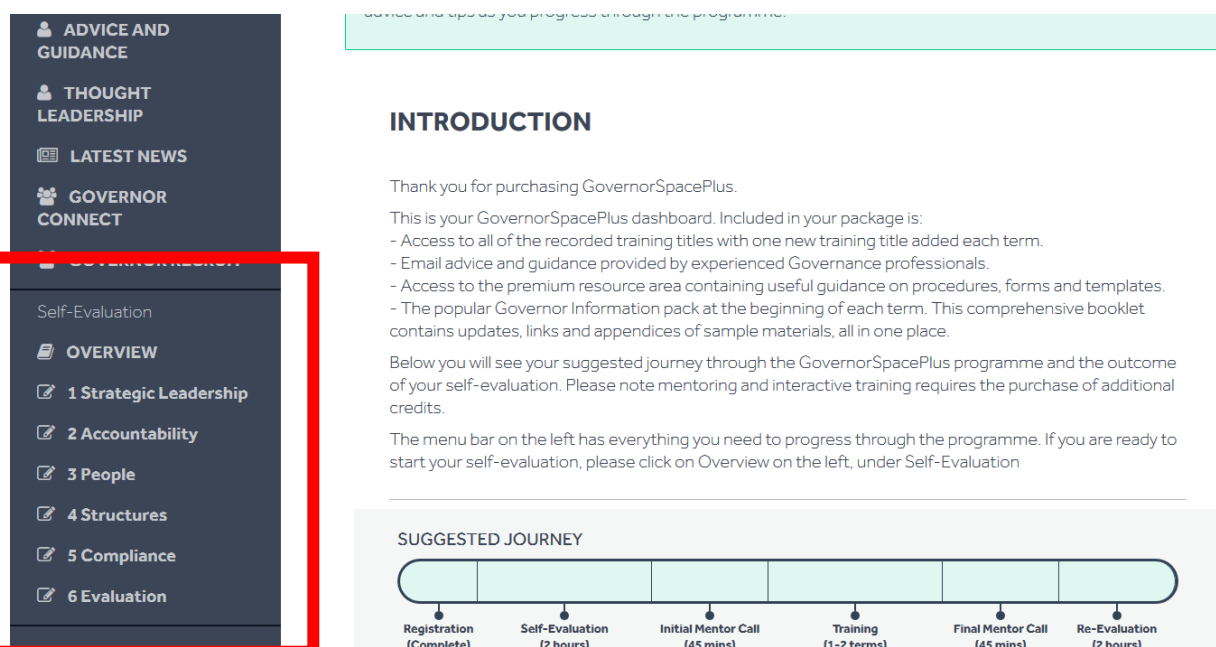
Frequently asked questions

When does the GovernorSpace programme start?

The programme is live and ready for you to start. Go to www.governorspace.co.uk/login to start your programme.

How do I start the self-evaluation?

Access the overview section of the Self-Evaluation which is found on the left of your dashboard – OVERVIEW – see screenshot below. There is a printable version of the Self-Evaluation Audit available on the [Resources Page](#) which you can email to your fellow Board Members if you are doing a section each.



...and update your progress through the programme.

INTRODUCTION

Thank you for purchasing GovernorSpacePlus.

This is your GovernorSpacePlus dashboard. Included in your package is:

- Access to all of the recorded training titles with one new training title added each term.
- Email advice and guidance provided by experienced Governance professionals.
- Access to the premium resource area containing useful guidance on procedures, forms and templates.
- The popular Governor Information pack at the beginning of each term. This comprehensive booklet contains updates, links and appendices of sample materials, all in one place.

Below you will see your suggested journey through the GovernorSpacePlus programme and the outcome of your self-evaluation. Please note mentoring and interactive training requires the purchase of additional credits.

The menu bar on the left has everything you need to progress through the programme. If you are ready to start your self-evaluation, please click on Overview on the left, under Self-Evaluation

SUGGESTED JOURNEY

Registration (Complete)	Self-Evaluation (2 hours)	Initial Mentor Call (45 mins)	Training (1-2 terms)	Final Mentor Call (45 mins)	Re-Evaluation (2 hours)
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What is the time commitment to the programme?

The time commitment is around 15 hours total.

How long do I have to complete the programme?

The GovernorSpace programme is flexible and can be completed in a few weeks or a few months depending on your schedule. We recommend to spread the programme over two terms.

Is there any cost to the school?

No. There is no monetary cost to your school for the GovernorSpace programme.

I have finished my self-evaluation and development plan, what do I do now?

If you have completed your self-evaluation and development plan and do not have a mentor call booked in with one of our mentors, please email governorspace@entrust-ed.co.uk and we will get one arranged for you.