GovernorSpace Professional Development Activities

The GovernorSpace programme provides you with a suite of training resources which you can adapt to suit your needs. All training opportunities are focused on the DfE Competency Frameworks.

You may book any member of your governing board onto the professional development activities to ensure the programme meets the needs of your whole board.

The different professional development activities available to you include:

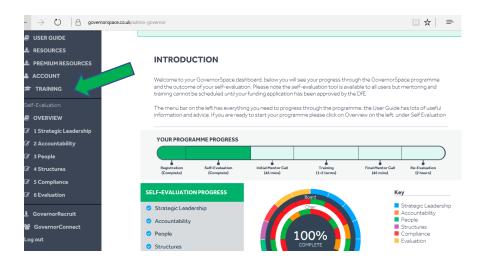| **Online Interactive Training**	**Recorded Training**	**Exclusive Interactive Training**	**Additional Mentor Support**
Interactive training where you can ask questions and hear new ideas. Book at a time to suit you.	Coming soon... Pre-recorded sessions delivered by our experienced governance trainers. Can be viewed any time of day or night.	One of our courses delivered online to your whole governing board.	Individual support, advice and challenge to support you or one of your governing board in their role.
1 credit = 1 place for you or a member of your board session	1 credit = 1 recorded training session	6 credits = 1 private session for your whole board	3 credits = 1 mentor call

How do I book onto one of the professional development activities?

1. Log in to your GovernorSpace account at www.governorspace.co.uk
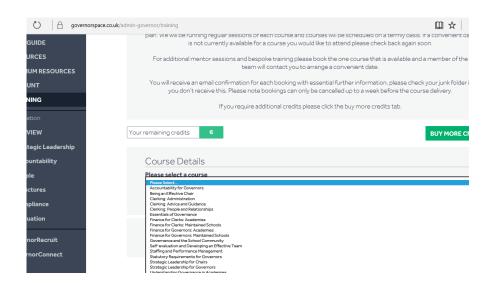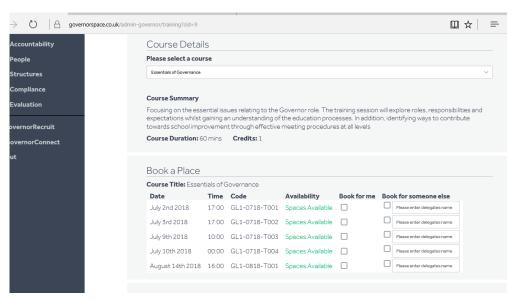2. Click TRAINING from your dashboard.

3. Choose an online/recorded/exclusive training session or additional mentor call from the list. View the next pages of this guidance to view training descriptions and dates and times available to book.

4. Book a place for yourself or someone else on the Board.

5. The GovernorSpace participant will receive an email booking confirmation. If you have booked for one of your governing board to attend, you will need to forward the confirmation email to them.
6. The delegate attending the training will need to click the link in the confirmation email to registered on GoToTraining for the training delivery. The delegate will need to enter their name and email address.

7. When complete on GoToTraining the delegate will receive a joining email with a link to click, to join at the time of the training delivery. The training link will be live 30 minutes before the training starts so delegates can join.

If you have any questions about your booking, please contact us at governorspace@entrust-ed.co.uk.

Clerking - Interactive Online Training			
Training Title	**Training Description**	**Date**	**Time**
Clerking: Advice and Guidance	An appreciation of the core competency required of a Clerk in providing advice and guidance to Governors. This session explores the scope of constitution and governance knowledge required of a Clerk to be able to offer authoritative advice and guidance to their Governors. It also covers the Clerk's role in the procurement of specialist advice and guidance when that is deemed necessary.	08/11/2018	14:00pm
		22/11/2018	15:00pm
		06/12/2018	13:00pm
		13/12/2018	15:00pm
		13/12/2018	17:00pm
		20/12/2018	15:00pm
		20/12/2018	17:00pm
Clerking: People and Relationships	Focusing on how Clerks work with Chairs and the Headteacher to ensure effective and positive relationships. This session looks at a range of hard and soft skills and offers an opportunity for reflection. It also considers how professional clerking relationships support the core functions of Governance.	15/11/2018	20:00pm
		27/11/2018	17:00pm
		27/11/2018	19:00pm
		12/12/2018	17:00pm
		12/12/2018	19:00pm
		19/12/2018	12:00pm
		19/12/2018	19:00pm
Finance for Clerks: Academies	This session helps you understand the financial role and responsibilities of a Governor, understand how an Academy is funded and enables you to interpret financial reports and provide appropriate challenge.	07/11/2018	19:00pm
		12/11/2018	13:00pm
		21/11/2018	10:00am
		29/11/2018	15:00pm
		04/12/2018	19:00pm
		07/12/2018	14:00pm
		10/12/2018	12:00pm
		13/12/2018	18:00pm
		18/12/2018	15:00pm
Clerking: Administration	Focusing on the importance of being an effective administrator, this session looks at some of the skills required to ensure the smooth running of board meetings, key administrative functions and how these sit within the need for Governors to be effective. If possible, delegates should have to hand their own clerks' job description and person specification to be able to review the scope of administrative duties expected and if necessary find ways of being a more effective administrator.	05/11/2018	18:00pm
		05/11/2018	20:00pm
		21/11/2018	11:00am
		21/11/2018	19:00pm
		03/12/2018	18:00pm
		03/12/2018	20:00pm
		05/12/2018	18:00pm
		05/12/2018	20:00pm

governor space

in partnership with

powered by
entrust

Department
for Education

Clerking - Interactive Online Training			
Training Title	**Training Description**	**Date**	**Time**
Finance for Clerks: Maintained Schools	This session helps you understand the financial role and responsibilities of a Governor, understand how a maintained school is funded and enables you to interpret financial reports and provide appropriate challenge.	09/11/2018	12:00pm
		22/11/2018	18:00pm
		22/11/2018	20:00pm
		07/12/2018	10:00am
		07/12/2018	12:00pm
		10/12/2018	17:00pm
		10/12/2018	19:00pm
Understanding Governance in Academies	Focusing on the principles of effective Governance in Academies as well as a review of the purpose of clerking. The session looks at some of the key functions of a clerk in ensuring effective practice.	08/11/2018	16:00pm
		08/11/2018	18:00pm
		15/11/2018	14:00pm
		22/11/2018	13:00pm
		06/12/2018	15:00pm
		06/12/2018	17:00pm
		13/12/2018	11:00am
		13/12/2018	13:00pm
		20/12/2018	12:00pm
Understanding Governance in Maintained Schools	Focusing on the principles of effective Governance in Maintained Schools as well as a review of the purpose of clerking. The session looks at some of the key functions of a clerk in ensuring effective practice.	12/11/2018	17:00pm
		12/11/2018	19:00pm
		16/11/2018	12:00pm
		06/12/2018	10:00am
		18/12/2018	18:00pm
		18/12/2018	20:00pm
Writing Effective Minutes	This session will enable you to understand the role effective minutes play in supporting effective governance, to improve understanding about the role and purpose of minutes, to review different kinds of minutes and explore the role of the Board in effective minutes.	26/11/2018	16:00pm
		03/12/2018	19:00pm
		11/12/2018	20:00pm
		19/12/2018	10:00am

Governors – Online Interactive Training			
Training Title	**Training Description**	**Date**	**Time**
Accountability for Governors	Governors are directly accountable to a wide range of stakeholders for corporate compliance of their school. They are also accountable for ensuring that others who are delegated to undertake compliance functions fulfil them effectively and efficiently. This training session explores both aspects of Governor accountability and the vital role that each Governor plays in a school's corporate climate.	06/11/2018	20:00pm
		19/11/2018	17:00pm
		19/11/2018	19:00pm
		06/12/2018	12:00pm
		06/12/2018	14:00pm
		10/12/2018	18:00pm
		10/12/2018	20:00pm
Being an Effective Chair	Covering aspects of the Competency Framework for Governance around being an effective Chair. This session covers the key features of leading the Governing Board and the Chair's responsibilities for setting direction; culture, values and ethos; decision making; analysis of data; financial frameworks; staffing and performance management; building an effective team; roles and responsibilities and statutory requirements.	08/11/2018	17:00pm
		08/11/2018	19:00pm
		14/11/2018	14:00pm
		14/11/2018	19:00pm
		05/12/2018	17:00pm
		05/12/2018	19:00pm
		11/12/2018	17:00pm
		11/12/2018	19:00pm
Essentials of Governance	Focusing on the essential issues relating to the role of a Governor. The session explores roles, responsibilities and expectations as well as giving you an understanding of the education processes. In addition, the session identifies ways to contribute towards school improvement through effective meeting procedures at all levels.	06/11/2018	17:00pm
		06/11/2018	19:00pm
		07/12/2018	18:00pm
		07/12/2018	20:00pm
Finance for Governors: Academies	This training is aimed at new and existing Academy Governors and Trustees. It will explain the roles and responsibilities of Academy governance, explain how Academies are funded and talk through the budget process. Includes how the funding is calculated for Academies; the budgeting process and planning for the future.	05/11/2018	17:00pm
		06/11/2018	14:00pm
		28/11/2018	17:00pm
		28/11/2018	19:00pm
		12/12/2018	18:00pm
		12/12/2018	20:00pm
		17/12/2018	17:00pm
		17/12/2018	19:00pm
Finance for Governors: Maintained Schools	This training is aimed at new and existing school Governors. It explains the roles and responsibilities of a School Governor, how schools are funded and talks through the budget process. This session includes how the funding is calculated for schools, the budgeting process and planning for the future.	14/11/2018	17:00pm
		20/11/2018	20:00pm
		03/12/2018	17:00pm
		03/12/2018	19:00pm
		06/12/2018	18:00pm
		06/12/2018	20:00pm

Governors – Online Interactive Training			
Training Title	**Training Description**	**Date**	**Time**
Governance and the School Community	This session training explores the scope of the school community and the means by which Governors engage, interact with and take account of community groups, stakeholders and partners to deliver strategic governance and educational improvement. The principles of stakeholder management and the importance of data analysis in accounting to the school community are explored.	07/11/2018	10:00am
		10/11/2018	10:00am
		15/11/2018	19:00pm
		03/12/2018	14:00pm
		06/12/2018	19:00pm
		12/12/2018	10:00am
Self-evaluation and Developing an Effective Team	Identifying methods of self-evaluation leading to the development of an effective team enabling provision of effective support and challenge. Focusing on the variety of skills that are required both individually and collectively to be effective; exploring legal, HR and financial aspects as leaders and members of a board.	09/11/2018	18:00pm
		22/11/2018	18:00pm
		10/12/2018	18:00pm
		17/12/2018	10:00am
Statutory Requirements for Governors	An outline of the law, regulation and statutory guidance applicable to Governance in Maintained Schools and Academies. This training session offers signposting for Governors to understand their corporate compliance duties and obligations.	05/11/2018	14:00pm
		28/11/2018	18:00pm
		28/11/2018	20:00pm
		13/12/2018	14:00pm
		13/12/2018	17:00pm
		18/12/2018	17:00pm
		18/12/2018	19:00pm
Staffing and Performance Management	This session focuses on increasing Governor skills in sustaining core functions with regard to the appointment of staff. It will provide clarity on the role Governors play in managing the appraisal process and the requirements for Headteacher performance management and appraisal of staff through increased understanding of the statutory requirements.	05/11/2018	18:00pm
		16/11/2018	18:00pm
		17/12/2018	18:00pm
		20/12/2018	18:00pm
Strategic Leadership for Chairs	Focusing on how Chairs can work with senior leaders to ensure clarity of vision, ethos and strategic direction. Whilst also identifying what effective vision should look like, how we can set high expectations and how to engage with pupils, parents, staff and the local community to support the work of the school.	16/11/2018	14:00pm
		16/11/2018	16:00pm
		26/11/2018	10:00am
		29/11/2018	17:00pm
		29/11/2018	19:00pm
		06/12/2018	14:00pm
		06/12/2018	16:00pm
		17/12/2018	12:00pm
		19/12/2018	18:00pm
		19/12/2018	20:00pm

Governors – Online Interactive Training			
Training Title	**Training Description**	**Date**	**Time**
Strategic Leadership for Governors	Focusing on how Chairs work with senior leaders and Governors to ensure clarity of vision, ethos and strategic direction. Whilst also identifying what effective vision should look like, how we can set high expectations as well as maximising the effectiveness of decision making and raising awareness of risk management.	02/11/2018	18:00pm
		02/11/2018	20:00pm
		12/11/2018	18:00pm
		12/11/2018	20:00pm
		27/11/2018	18:00pm
		05/12/2018	18:00pm
		14/12/2018	17:00pm
		14/12/2018	17:00pm
		20/12/2018	14:00pm
		20/12/2018	16:00pm
Using Data and School Improvement	This training session focuses on the role of Governance in school improvement: setting and monitoring the strategic plan; understanding the importance of high quality teaching and assessment; and a particular emphasis on key data, reports and questions to ask senior leaders.	26/11/2018	19:00pm
		03/12/2018	18:00pm
		03/12/2018	20:00pm