governor space

powered by entrust

in partnership with Department for Education

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

Interactive training where you can ask questions and hear new ideas. Book at a time to suit you.

1 credit = 1 place for you or a member of your board session

Recorded Training

On demand pre-recorded sessions delivered by our governance and clerking experts and downloaded by you to watch anywhere, any time.

1 credit = 1 session

Exclusive Interactive Training

One of our courses delivered online to your whole governing board.

6 credits = 1 private session for your whole board

Bespoke Interactive Training

Tailored to your needs on a topic of your choice delivered online to your whole board.

15 credits = 1 bespoke session for your whole board

Additional Mentor Support

Individual support, advice and challenge to support you or one of your governing board in their role.

3 credits = 1 mentor call

Professional Development Coaching

45-minute personal development coaching session for yourself or anyone on your Board from an expert educational leadership coach.

3 credits = 1 session.

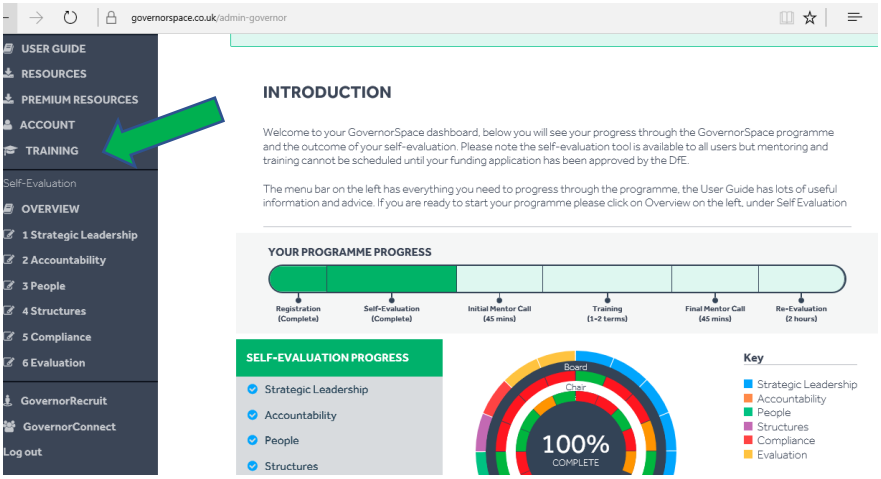
Consultancy session

45-minute telephone consultancy session from a professional governance consultant.

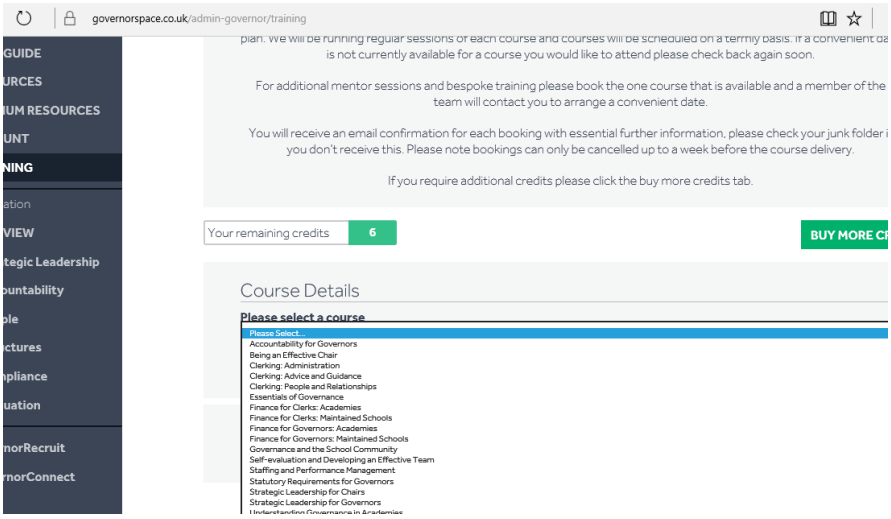
3 credits = 1 session.

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

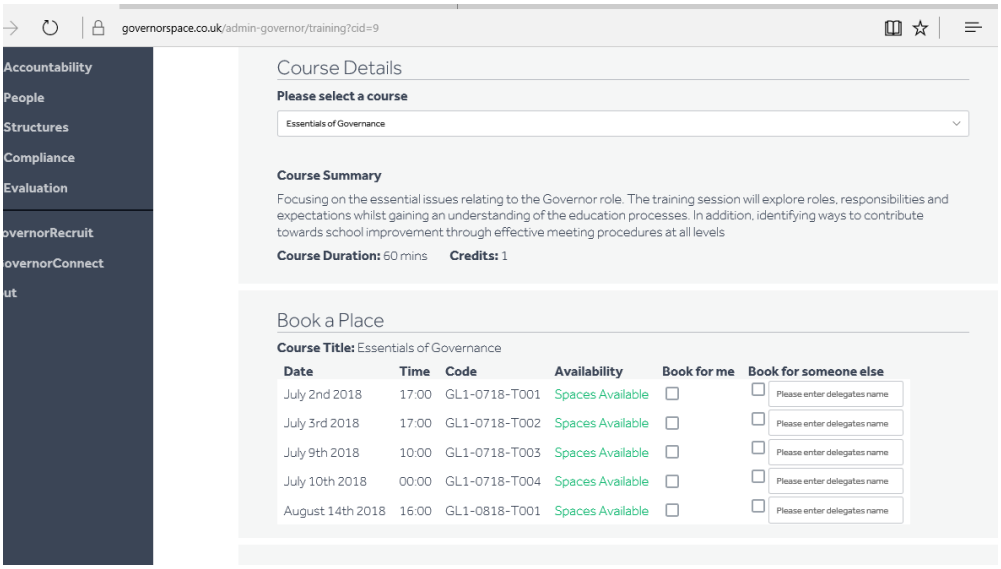
1. Log in to your GovernorSpace account at www.governorspace.co.uk
2. Click TRAINING from your dashboard.



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 would like us to book any training sessions for you, or if you have any questions please email us at governorspace@entrust-ed.co.uk.

COURSES FOR GOVERNORS

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.	17/11/2020	6:00PM
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.	07/10/2020	10:00AM
		08/12/2020	7:00PM
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.	06/10/2020	11:00AM
		30/11/2020	7:00PM
Introduction to Academy Finance	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.	01/12/2020	2:00PM

Introduction to Maintained School Finance	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.	05/10/2020	6:00PM
		02/12/2020	2:00PM
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.	18/11/2020	09:00AM
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.	19/11/2020	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.	24/09/2020	10:00AM
		03/11/2020	7:00PM
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.	08/12/2020	3:00PM
Strategic Leadership for Chairs	Focussing on how Chairs can work with senior leaders to ensure clarity of vision, ethos and	13/10/2020	12:00PM

	strategic direction whilst also identifying what an 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.	30/11/2020	6:00PM
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.	04/11/2020	10:00AM
The Place of Data in School Improvement	This training session covers 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 and the monitoring of the intent, implementation and impact of the school's curriculum on pupil outcomes including questions to ask senior leaders.	23/09/2020	6:00PM
		17/11/2020	6:00PM

COURSES FOR CLERKS

Clerking - Interactive Online Training			
Training Title	**Training Description**	**Date**	**Time**
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.	23/09/2020	11:00AM
		17/11/2020	2:00PM
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.	05/11/2020	2:00PM
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.	29/09/2020	3:00PM
		24/11/2020	2:00PM
Introduction to Academy Finance	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.	18/11/2020	10:00AM

Clerking - Interactive Online Training			
Training Title	**Training Description**	**Date**	**Time**
Introduction to Maintained School Finance	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.	22/09/2020	11:00AM
		23/11/2020	3:00PM
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.	24/09/2020	10:00AM
		12/11/2020	2:00PM
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.	15/10/2020	1:00PM
		03/12/2020	2:00PM
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.	13/10/2020	10:00AM
		10/12/2020	1:00PM