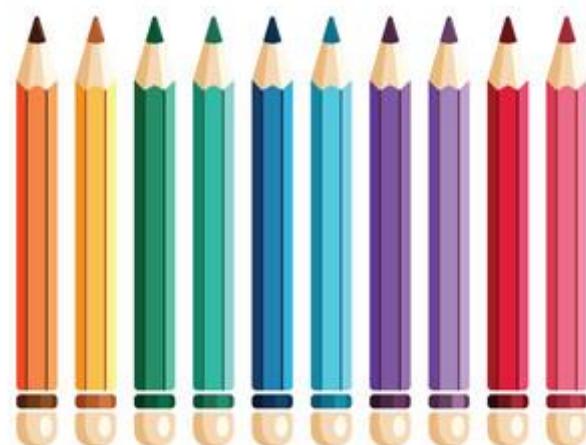


**Herefordshire Council
Children and Young People
Service**

**Governor Training
Offer
2025-2026**

1st September 2025 – 31st July 2026



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Introduction

Welcome to our training offer for the next academic year

Herefordshire Governor Services would like to share with you the latest training offer from our service. This training helps you develop the skills and knowledge needed for effective governance, whether you are in a maintained school, stand-alone academy or part of a multi-academy trust (MAT).

The training covers a range of topics and there is something to suit all governors whether you are new to the role or looking for further development. The training will be delivered in person and has been designed to be both interactive and engaging. All training has been reviewed and updated to ensure they reflect any changes in policies and procedures from the DFE and the education framework.

Within this year's offer you will find that the training represents excellent value for money even when paid for on a standalone, per delegate basis.

Thank you for the time and effort that you give on behalf of the children and young people at your schools and academies. We look forward to meeting you in person.

All training requests and enquiries: governorservice@herefordshire.gov.uk

Our Training Offer

Our training offer has been developed for all members of your governing board to access high quality training at an affordable price. The training will last 1.5–2 hours and will usually start at **5.15pm**. The core programme includes, but is not limited to, the following:

- **Induction Training** (for new governors)
- **Introduction to Chairing a Governing Body** (new Chairs, Vice-Chairs and Committee Chairs)
- **Effective Governance** (all governors)
- **Role of the Safeguarding Governor; Part 2: The Single Central Record; the role of a governor ensuring compliance** (governors with responsibility for safeguarding)
- **Headteacher Appraisal** (Chairs and governors)
- **Role of the SEND Link Governor** (governors with responsibility for SEND)
- **Understanding Maths in Early Years** (all governors - online only)
- **Introduction to School Finance; Part 2: Understanding Health and Safety in Schools** (all governors)
- **School Inspections and Ofsted Preparation** (all governors)
- **Curriculum: What Governors need to know; Part 2: Understanding School Data and Performance** (all governors)

Please note the following event from 6.00pm is **FREE** to schools and academies:

- **Termly briefings for Chairs of Governors**

Our training offer and additional events represent fantastic value to boards and their benefits include:

- Easy registration
- In person training, ensuring trainers provide you with up to date and relevant information.
- All training is provided by professionals and training materials are provided.
- Trainers are accessible after sessions for any follow-up queries
- Signposting for further development is given
- If training sessions are fully booked, additional training places will be organised
- Certificates are provided

In addition to everything above, we can also provide **bespoke training** to whole Governing Body's and groups of schools/academies on request.

If interested, please:

- ✉ Email: governorservice@herefordshire.gov.uk or
- ☎ Tel: 01432 383858

Summary Table – Training/Events and Dates

Our Training Sessions usually last 1.5-2 hours and start at 5.15pm
(except for Induction Training marked in Red – starting at 09.30am)

Governor Training Sessions	Autumn 2025				Spring 2026			Summer 2026			
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Induction training for New Governors		Tue 7 th				Tue 10 th			Tue 19 th		
Introduction to Chairing a Governing Board		Tue 21 st									
Effective Governance					Mon 12 th						
Part 1: Role of the Safeguarding Governor Part 2: The Single Central Record; the role of the governors ensuring compliance			Tues 11 th								
Head Teacher Appraisal	Mon 29 th										
Role of the SEND Link Governor							Tue 3 rd				
Part 1: Introduction to School Finance Part 2: Understanding Health and Safety in Schools					Tue 20 th						
Understanding Maths in Early Years						Tue 3 rd Online					
School Inspections and OFSTED Preparation								Tue 28 th			
Part 1: Curriculum: What Governors need to know Part 2: Understanding School Data and Performance									Mon 15 th		
Termly Briefing for Chairs of Governors			Tue 18 th				Tue 10 th			Tue 23 rd	

7th October 2025
10th February 2026
19th May 2026
HARC, Rotherwas, Hereford, HR2 6LA
09.30am – 13.00pm

Induction Training for New Governors

Course Tutor: School Improvement

Target Audience: Governors

Course Content

The course will cover in some depth the key functions of the governing body, including:

- Ensuring clarity of vision, ethos and strategic direction
- Meeting statutory duties
- Holding the head teacher to account for the educational performance of the school
- Overseeing financial performance and making sure money is well spent
- The characteristics of effective schools
- The key roles and responsibilities of governing bodies in improving schools
- The different and complementary roles of governors and head teachers (distinction between governance and management)
- What makes a good monitoring visit

Key Outcomes

As a result of this professional development governors will be more able to:

- work effectively with school leaders to communicate the vision, ethos and strategic direction of the school and create a culture of ambition
- provide a balance of support and challenge to leaders understanding the strengths and areas needing improvement at the school
- use a range of sources of objective data to create robust accountability
- understand the links between performance management of the Head Teacher and school improvement
- hold the school to account for the impact of additional funding in improving pupil achievement
- seek and respond to the views of stakeholders including parents

Cost per Delegate	
LA Maintained	Fully Funded
Academies	£95

To book a place on this course, please contact:

✉ Email: governorservice@herefordshire.gov.uk

☎ Tel: 01432 383858

Introduction to Chairing a Governing Board

Course Tutor: School Improvement

Target Audience: New Chairs of Governors, Vice Chairs and Committee Chairs

Course Content

Chairing a Governing Board is a privilege and responsibility. It can also be complex and often demanding. This training provides an overview of the work and main responsibilities of the Chair of Governors and how to ensure the effective functioning of the Governing Body.

- Roles and relationships – working with the Head Teacher and the governors
- Leading and managing the work of the governing body
- The Chairs role in supporting strategic leadership
- The Chairs role in ensuring accountability

Key Outcomes

As a result of this professional development opportunity Chairs will:

- understand the role of the Chair of Governors
- understand the guiding principles of leading the board's business with a focus on school improvement
- be able to describe the key elements of building an effective governing board
- feel more confident to manage board meetings effectively and build working relationships with governors, particularly the Head Teacher, Clerk and Vice Chair
- reflect on methods of time management to keep the role manageable
- know how to access additional support and development in the role

Cost per Delegate	
LA Maintained	Fully Funded
Academies	£75

To book a place on this course, please contact:

✉ Email: governorservice@herefordshire.gov.uk
☎ Tel: 01432 383858

Effective Governance

Course Tutor: School Improvement

Target Audience: Governors

Course Content

This training highlights the skills, behaviours and knowledge required of governors so they can hold school leaders to account in an effective and appropriate way:

- ensuring clarity of vision, ethos and strategic direction
- understand the principles of being strategic
- understanding the quality of education judgement and governors' roles in regard to curriculum
- consideration of the Equality Act and what this means for governance
- holding the headteacher to account for the educational performance of the school
- overseeing financial performance and making sure money is well spent
- seeking assurance that safeguarding is robust
- preparing governors for leadership interviews during inspection

Key Outcomes

By the end of the training, you will be able to:

- recognise the importance of challenge and support linked to the core functions of school governance
- understand the knowledge and skills required to challenge effectively
- utilise strategies to ask the right questions
- make the best use of governor visits to school
- know how to measure success and progress
- understand the need to adapt to change
- be compliant and prepared for what OFSTED inspectors will look for on the school website during inspection
- understand the importance, be able to evaluate and demonstrate the impact of Pupil Premium and Sport Premium to stakeholders

Governors will have opportunities to consider their existing roles and how these marry with the expectations set out in the Governors' Handbook so to prepare well for inspection.

Cost per Delegate	
LA Maintained	Fully Funded
Academies	£75

To book a place on this course, please contact:

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☎ Tel: 01432 383858

Part 1: Role of the Safeguarding Governor

Course Tutor: Niall Crawford

Target Audience: Governors with responsibility for safeguarding

Course Content

All lead governors for safeguarding should undergo training to provide them with the knowledge and skills required to carry out the role. The training clarifies the key aspects of the statutory guidance “Keeping Children Safe in Education 2025” and associates these with undertaking your role as link governor. Delegates will undertake an in-depth look at the role and how it keeps children safe. Equipping governors with the relevant knowledge and understanding so they can effectively monitor compliance around safer recruitment and the Single Central Record.

Key Outcomes

By the end of the session, you will:

- be able to identify statutory policies and legislation underpinning safeguarding requirements in schools
- know about key updates effecting safeguarding requirements in schools
- know what questions to ask in relation to safeguarding in your school
- determine if safeguarding practices at your school has impact
- know how to determine if there is scope for improvement in practice
- understand the skills and knowledge needed to make sure that procedures are consistent
- know how to ensure that your school is fully compliant.

Part 2: The Single Central Record; the role of governors in ensuring compliance

Course Content

This course focuses on equipping governors with the relevant knowledge and understanding so they can effectively monitor compliance around safer recruitment and the Single Central Record.

Key Outcomes

By the end of the session, you will:

- understand the strategic task of monitoring, to ensure that school leaders are keeping up with their statutory duties around safer recruitment and the Single Central Record
- have knowledge of the mandatory checks required for completion of the Single Central Record in accordance with the regulations
- develop questioning skills to ensure compliance, probe to identify areas of potential weakness and identify what you as a governing body can do to make sure your school is compliant.

To book a place on this course, please contact:

✉ Email: governorservice@herefordshire.gov.uk or ☎ Tel: 01432 383858

29th September 2025
Herefordshire Council Offices, Plough Lane, HR4 0LE
5.15pm – 6.45pm

Head Teacher Appraisal

Course Tutor: School Improvement

Target Audience: Governors appointed to conduct the Head Teacher's appraisal and those who aspire to this role

Course Content

This course aims to ensure that governors understand their statutory responsibilities. It will cover the appraisal regulations for Head Teachers, ensuring governor reviewers understand their role and responsibilities and how to execute these effectively. This course will enable governors to understand the procedures to be followed for a successful appraisal to take place to meet the statutory requirements. The impact of the Head Teachers appraisal should have significant impact on the outcomes for the pupils in schools.

Key Outcomes

By the end of the session, you will:

- understand the statutory position and the Governing Body's role in the Head Teacher's performance
- confidently appoint an external advisor
- apply the principles of appraisal and the setting of meaningful objectives
- review progress

Cost per Delegate	
LA Maintained	Fully Funded
Academies	£75

To book a place on this course, please contact:

✉ Email: governorservice@herefordshire.gov.uk
☎ Tel: 01432 383858

3rd March 2026
Herefordshire Council Offices, Plough Lane, HR4 0LE
5.15pm – 6.45pm

The role of the SEND Link Governor

Course Tutor: Hilary Jones and Sian Alderton

Target Audience: Both new and experienced Governors with delegated responsibility for pupils with SEND

Course Content

This course will explore the role of governors in ensuring the school meets its statutory duties as set out in the SEN Code of Practice. It will outline the expectations of the governing board and will provide an insight into the role and responsibilities of school leaders and staff at all levels. A range of evaluative approaches will be explored to enable governors to effectively hold leaders to account for the performance of pupils with SEND.

Key Outcomes

By the end of the session, you will:

- have knowledge of the Special Educational Needs (SEN) Code of Practice
- understand the Herefordshire Local Offer
- be aware of information on the identification and provision for pupils with SEND
- understand how this supports the vision and direction of the school
- be confident in raising the SEND profile
- support your school in achieving high expectations ensuring inclusive education for all pupils
- understand the need for your Governing Body's commitment to inclusion

Cost per Delegate	
LA Maintained	Fully Funded
Academies	£75

To book a place on this course, please contact:

✉ Email: governorservice@herefordshire.gov.uk
☎ Tel: 01432 383858

Part 1: Introduction to Finance

Course Tutor: Schools Finance and Health and Safety Team

Target Audience: All governors

Course Content

This course explains the principles of governance and accountability in relation to strategic financial management in HC maintained and academy schools. It clarifies governor's responsibilities in respect of compliance.

Key Outcomes

By the end of the session, you will:

- understanding school funding
- ensuring value for money and financial compliance (purchasing and resources)
- know the principles of budgetary and financial planning responsibilities for schools and governing body's
- have an understanding of managing overspending and deficit budgets
- understand governors' roles and responsibilities in the budget planning process
- financial tools including School Financial Value Standard (SFVS)

Part 2: Understanding Health and Safety in Schools

Course Content

This course explains the main principles of health and safety and will help governors understand their legal responsibilities by covering:

- School Estates Management
- Identifying and mitigating risks
- Health and Safety policies in School
- Crisis management and emergency planning
- Cyber Security

Key Outcomes

By the end of this course, you will:

- be able to challenge and ask strategic questions
- hold your school to account
- prepare you for site walks and monitoring visits
- learn how to monitor key health and safety documents to include risk register, incident log and staff training log
-

To book a place on this course, please contact:

✉ Email: governorservice@herefordshire.gov.uk or ☎ Tel: 01432 383858

Understanding Maths in Early Years

Course Tutor: Early Years Team

Target Audience: Experienced governors, and those new to the role, who have an interest in, or responsibility for, early maths

Course Content

A one-off, online session to support governors in their understanding of the statutory requirements, and non-statutory guidance, relating to early maths.

Key Outcomes

This training will support you to:

- explore cultural (and your own) attitudes to maths
- engage with evidence-based planning materials
- plan and reflect upon activities designed for your children
- discuss maths with other EY professionals

Cost per Delegate	
LA Maintained	Fully Funded
Academies	£40

To book a place on this course, please contact:

✉ Email: governorservice@herefordshire.gov.uk
☎ Tel: 01432 383858

28th April 2026
Herefordshire Council Offices, Plough Lane, HR4 0LE
5.15pm – 6.45pm

School Inspections and Ofsted Preparation

Course Tutor: School Improvement

Target Audience: All governors

Course Content

This course provides advice and guidance to assist governing boards preparing for an Ofsted inspection. The session will focus on what governors will need to know ready for the inspection, what documents would be useful to support governors during the interview with Inspectors, and support governors in understanding what will be asked of them and how to respond with a clear and concise response. The session will also include a brief overview of the framework and inspection process.

Key Outcomes

The course will enable delegates to:

- understand inspection methodology
- become more familiar with the Ofsted handbooks and grade descriptors
- understand the Inspection process and practical considerations for the school
- support governors in their preparation for inspection, including fulfilling their roles and responsibilities
- understand how to review the school self-evaluation and improvement plan

Cost per Delegate	
LA Maintained	Fully Funded
Academies	£75

To book a place on this course, please contact:

✉ Email: governorservice@herefordshire.gov.uk

☎ Tel: 01432 383858

Part 1: Curriculum: What Governors need to know

Course Tutor: School Improvement and Ian Sockett

Target Audience: All governors

Course Content

Governors have a duty to ensure that the education provided by the school has a positive impact on all its pupils. There is also an expectation that school leaders construct a curriculum that is ambitious and designed to give all learner, particularly those at a disadvantage, the knowledge and skills they need to succeed in life.

Key Outcomes:

By the end of the session, you will:

- understand and be able to talk about your school's curriculum
- be able to identify and recognise positive examples of impact when visiting your school or talking with school leaders
- know what questions to ask subject and senior leaders
- to look at the different ways governors can be actively involved in monitoring the work of the school, including visits

Part 2: Understanding School Data and Performance

Course Content

This course will explore how data is presented, how to analyse your school data, accountability for educational performance and the importance of data protection and confidentiality.

Key Outcomes

By the end of this course, you will:

- understand how attainment is measured
- know your role in driving attainment and progress
- understand what the scores mean and the difference between attainment and progress
- develop strategic questioning skills to probe and identify areas of potential weakness

Cost per Delegate	
LA Maintained	Fully Funded
Academies	£75

To book a place on this course, please contact:

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☎ Tel: 01432 383858

18th November 2025
10th March 2026
23rd June 2026
Virtual via Teams
6.00pm – 7.30pm

FREE Termly Briefings for Chairs of Governors

Target Audience: Chairs, Vice Chairs governors and trustees

These popular briefings include contributions from senior officers in Herefordshire Council and speakers from other services and organisations. The topical presentations are designed to support your work as an effective Governing Body and all governors are welcome to attend. It would be valuable to have all Governing Body's represented at this event which we are sure you will find worthwhile.

The briefing covers the latest updates from Herefordshire Council and timely reminders for governors regarding high profile issues and latest developments in governance, new legislation and DFE guidance updates.

Course cancellation

Courses may be subject to cancellation at short notice if the minimum number of attendees is not reached. Each delegate due to participate in the cancelled course will be notified by email/telephone as early as possible. If a course is cancelled by Governor Services before the day of the course due to unforeseen circumstances, no fee will be charged. If the course is not cancelled and a registered delegate is not present, the full fee will be charged to the school.

Attendee cancellation

If you are unable to participate in your chosen course for any reason, please let us know, as soon as possible. By doing this we are then able to offer your place to another person who may be on the waiting list.

Please note the full course fee will be payable if you cancel your place less than one week prior to the course date, unless exceptional circumstances apply.

Equal opportunities

Every effort is made to ensure proper access for anyone wishing to participate in our training. Please contact Governor Services regarding any special requirements you may have.

Course Evaluation

Each course will include an evaluation form for your feedback so that we can shape courses more closely to your needs.