

Updated December 2024

# MERTON AND SUTTON GOVERNOR SUPPORT SERVICE

## Governor Training Programme 2024 - 2025



Governor  
**Support**  
Service

**Contents (in date order)**

Merton Chairs’ Briefing – Autumn 2024..... 4

Merton and Sutton Clerks’ Briefing – Autumn 2024..... 5

Training Governor Briefing – Autumn 2024 ..... 6

Headteacher Appraisal and Pay/Performance System for Staff ..... 7

Good Financial Management for Maintained Schools ..... 8

Ofsted – Being Ready for Inspection..... 9

Questioning and Challenging Effectively – Monitoring to hold your school to account..... 10

Good Financial Management for Maintained Schools – Practical Workshop ..... 11

Handling Parental Complaints – ..... 12

what governors need to know, ask and do ..... 12

Sutton Chairs’ Briefing – Autumn 2024 ..... 13

Safeguarding – The Role and Responsibilities of All School Governors- including the role of the Safeguarding Link Governor ..... 14

Driving Practical Change: How Governors can ensure their schools are effectively Embedding Equality, Diversity and Inclusion – Moving Forward - Part 2 of 2 ..... 15

Safer Recruitment (Accredited Course – cost £100) ..... 16

Primary Curriculum, Assessment and Pupil Achievement Data..... 17

Meeting Digital and Technology Standards in Schools – overview for governors ..... 18

Welcome to Governance – Part 1 and Part 2 – Evening Sessions ..... 19

SEND – Supporting and Challenging Provision in your school, including the role of the SEND Link Governor..... 20

Anti-racism in Schools: the role of governors and leaders ..... 21

Merton Chairs’ Briefing – Spring 2025..... 22

Sutton Chairs’ Briefing – Spring 2025 ..... 23

Merton and Sutton Clerks’ Briefing – Spring 2025..... 24

Equality Duties – your statutory duty and legal requirements ..... 25

Chair of Governors’ Induction (FGB)..... 26

How to Recruit and Retain Diverse Governors..... 27

Statutory Relationships, Sex and Health Education (RSHE) - Governor Training..... 28

Visiting Your School..... 29

Investigations and Panel Hearings - 'getting it right first time' ..... 30

Welcome to Governance – Part 1 and Part 2 – Daytime Session..... 31

Safeguarding – The Role and Responsibilities of All School Governors- including the role of the Safeguarding Link Governor ..... 32

Early Years – what governors need to know ..... 33

Diversity: Equality, Diversity and Inclusion – ..... 34

how governors can lead the way ..... 34

Strategic Role of Governors ..... 35

Pupil Premium – The Role of Governors..... 36

Merton Chairs’ Briefing – Summer 2025 ..... 37

Sutton Chairs' Briefing – Summer 2025 ..... 38

Safeguarding – The Role and Responsibilities of All School Governors- including the role of the Safeguarding Link Governor ..... 39

Merton and Sutton Clerks' Briefing – Summer 2025..... 40

Training Governor Briefing – Summer 2025 ..... 41

Health and Safety - what governors need to know ..... 42

Welcome to Governance – Part 1 and Part 2 – Evening Sessions ..... 43

HR Matters – Knowing your responsibilities and getting it right ..... 44

**MEET THE MERTON AND SUTTON GOVERNOR SUPPORT TEAM**

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## **Merton Chairs' Briefing – Autumn 2024**

### **Description:**

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Merton and will be delivered via Zoom.

### **Objectives**

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways the governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

**Wednesday 18<sup>th</sup> September 2024 – Virtual – Zoom meeting - 18:30 to 20:30 - June Crame / Sue Ryan / Clare Dudman**

## **Merton and Sutton Clerks' Briefing – Autumn 2024**

### **Description:**

This session is a briefing for Clerks to Governing Bodies in Merton and Sutton and will be held at the Chaucer Centre.

### **Objectives:**

By the end of this session clerks will be familiar with:

- The latest clerking developments, opportunities and good practice
- The different ways the governing body/clerks can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

**Wednesday 25<sup>th</sup> September 2024 - Chaucer Centre - 09:30 to 11:30 – Sian Rowlands / June Crame / Sue Ryan**

## Training Governor Briefing – Autumn 2024

### **Description:**

This session will be delivered via Zoom and will focus on our latest training offer, giving advice on courses governors should attend, alongside tips on how to encourage your governors to fulfill their training requirement.

### **Objectives:**

By the end of each session governors will be able to:

- Clearly identify the latest training developments, opportunities and good practice
- Explore the different ways the governing board can develop their skills and knowledge
- Know where to look for further support, information and tools to help you in your role

**Tuesday 26th September 2024 - Virtual - Zoom meeting – 18:30-19:30 - Sue Ryan**

## **Headteacher Appraisal and Pay/Performance System for Staff**

### **Description:**

This course will outline governors' responsibilities and the procedures governors should use in conducting appraisal, suggesting how to get the best out of the process and offer advice and guidance. It will show how this links with pay progression and discuss dealing with appeals.

### **Objectives:**

By the end of the course governors will be able to:

- Build confidence in supporting and challenging the headteacher and the school.
- Recognise how the appraisal process of staff and Headteachers can be used to support continued school improvement.
- Identify statutory requirements relating to pay and headteachers performance review and any subsequent appeals procedures.

**Tuesday 1<sup>st</sup> October 2024 - Virtual - Zoom meeting – 18:30-20:30 – Ewan Morrison / Carolyn Graham**

## Good Financial Management for Maintained Schools

### Description:

The aim of this course is to provide information on the principles of financial management and governors roles and responsibilities surrounding it.

- Source Funding
- Financial management – principles, roles and responsibilities including Value for money
- Budget setting and monitoring
- 3 year financial planning
- School Financial Value Standards (SFVS)
- Financial reporting and the accounts

### Objectives:

By the end of the course governors will be able to: -

- Understand where source funding comes from and have an awareness of how different factors can affect the levels of income given.
- Recognise the principles of financial management and achieving value for money.
- Reflect on the monitoring role in relation to consistent financial reporting, planning, budget setting and required documentation such as the SFVS.
- Review of an example monitoring report.
- Relate best practice to your own school situation and be able to identify areas to strengthen.

**Thursday 10<sup>th</sup> October 2024 - Virtual - Zoom meeting - 18:30 to 20:30 – NGA**

**(Also see Good Financial Management for Maintained Schools – (Practical Workshop) session on Tuesday 22<sup>nd</sup> October)**



## Ofsted – Being Ready for Inspection

### **Description:**

The aim of this session is to share an overview of inspection arrangements under the current Ofsted framework focusing on governance. We will explore the leadership and management evaluation criteria and subsidiary guidance for school governance. In addition, we will look at the key messages given by Ofsted in relation to school governance and how the governing board can best prepare itself for an inspection.

### **Objectives:**

By the end of the course governors will be able to: -

- Recognise the criteria against which your governing board will be judged at your next Ofsted inspection and be able to apply this to their own schools
- Identify areas which require the governing board's focus
- Apply knowledge gained of the preparation needed for inspection to their own school situation.

**Wednesday 16th October 2024 - Virtual - Zoom meeting - 18:30 to 20:30 – Paul McGivern**

## Questioning and Challenging Effectively – Monitoring to hold your school to account

### **Description:**

Ensuring robust accountability is a key function of the Governing Board. In this session we will explore how to question and challenge and how to monitor the work of your schools.

The session will cover:

1. How best to challenge and hold the school to account
2. Questioning Skills
3. Sources of information to use
4. School visits/virtual monitoring meetings

### **Objectives:**

At the end of this session participants will understand: -

- how to ask probing questions,
- how to challenge proportionately
- where to find information
- how visits/virtual monitoring visits can be purposeful
- good practice

**Thursday 17<sup>th</sup> October 2024 - Virtual - Zoom meeting - 18:30 to 20:30 - June Crame / Sue Ryan**

## Good Financial Management for Maintained Schools – Practical Workshop

### **Description:**

The aim of this workshop is to discuss the information presented to finance committees and give governors the opportunity for hands-on practice with examples of school financial documentation, including completing the SFVS

### **Objectives:**

By the end of the course governors will be able to: -

- Review an example monitoring report.
- Relate best practice to your own school situation and
- Have a clearer understanding of the budget process and how to complete the SFVS.

**Date – Tuesday 22<sup>nd</sup> October 2024 – Merton Civic Centre - 18:30 to 20:30 - Karen Gentry**

## Handling Parental Complaints – what governors need to know, ask and do

### **Description:**

Managing parental complaints can be challenging for school leaders. This session focuses on the latest Department for Education guidance regarding parental complaints and explores the role of governors throughout the processes especially complaint panel hearings.

### **Objectives:**

By the end of the session governors/trustees will:

- Understand the role of governors in the process of handling parental complaints
- Be aware of the statutory frameworks underpinning parental complaint panel hearings and to know how panels must be conducted
- Be prepared to participate in panel hearings and be aware of the skills and behaviours required for successful outcomes.

**Wednesday 23<sup>rd</sup> October 2024 - Virtual - Zoom meeting - 18:30 to 20:30 – Bronwen Tumani, NGA**

## **Sutton Chairs' Briefing – Autumn 2024**

### **Description:**

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Sutton and will be delivered via Zoom.

### **Objectives:**

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways that governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

**Thursday 24<sup>th</sup> October 2024 (new date) - Virtual - Zoom meeting - 18:30 to 20:00 - June Crame / Sue Ryan / Kieran Holliday / Jo Cassey**

## **Safeguarding – The Role and Responsibilities of All School Governors- including the role of the Safeguarding Link Governor**

### **Description:**

The aim of this course is to familiarise all governors with the legal framework in relation to safeguarding and their roles and responsibilities as a governor.

This session will cover: -

- Government Guidance/Ofsted Inspection Framework
- The latest edition of the London Child Protection Procedures
- 'Keeping Children Safe in Education' Statutory Guidance
- Your roles and responsibilities
- We will look at the skills, activities and questions which will help a Safeguarding link governor fulfil their role.

### **Objectives:**

By the end of the session you will be able to:

- Clearly identify your role and responsibilities in ensuring school pupils are safe and that schools are fulfilling their safeguarding duties
- Reflect on current practice in the light of any changes in local and national guidance and legislation
- Understand how to evidence compliance with the Ofsted inspection framework, particularly in relation to whether pupils feel safe in school.
- Understand remit and expectations for a Safeguarding Link governor
- Identify activities that may assist them in developing their role

**Thursday 7<sup>th</sup> November 2024 - Virtual - Zoom meeting - 18:30 to 20:30 – Ameliah Rayn**

## Driving Practical Change: How Governors can ensure their schools are effectively Embedding Equality, Diversity and Inclusion – Moving Forward - Part 2 of 2

### Description:

This two part programme has been designed to equip governors with the knowledge, skills and tools to drive a strategic whole school approach to promoting equality, diversity and inclusion. This is a more advanced training opportunity for governors who already have some understanding on issues of equality, diversity and inclusion.

During the session participants will:

- Share their experiences since the first session, the positive work that is happening in their schools and areas for improvement that they have identified.
- Be equipped with practical solutions that they can take to diversify their governing body.
- Develop skills and be equipped with procedures that will support objectivity, reduce bias, and ensure decisions are based on evidence in processes such as recruitment, disciplinaries, complaints and exclusions.
- Work together to troubleshoot issues raised at the start of the session and be provided with guidance in driving further improvement.

**Please discuss your participation in this programme with your Headteacher/EDI Lead before contacting the Governor Support Service at [governor.support@merton.gov.uk](mailto:governor.support@merton.gov.uk) to book your place.**

**Wednesday 13<sup>th</sup> November 2024 - Virtual - 19:00 to 21:00 – Equaliteach  
(Part 1 of 2 – Tuesday 26<sup>th</sup> March 2024 - Virtual - 19:00 to 21:00)**

## **Safer Recruitment (Accredited Course – cost £100)**

### **Description:**

This session will be delivered via Zoom.

It is a legal responsibility for schools to have someone on every selection panel who has undergone training in safer recruitment. This one day accredited course will give governors, headteachers and school staff the information and understanding they need to recruit safely and comply with relevant statutory guidance. The course will explore safer recruitment and the wider context of safeguarding, abuser profiles, recruitment processes, setting acceptable standards of behaviour and maintaining an ongoing culture of vigilance. This one-day workshop is accredited by the Safer Recruitment consortium. Delegates will complete four modules and a multiple choice assessment and receive a certificate of attendance upon course completion.

\*Please note this course is not suitable for early years or nurseries.

### **Objectives:**

By the end of the course delegates will: -

- Be able to identify the key features of staff/volunteer recruitment that help deter or prevent the appointment of unsuitable people
- Receive help and guidance on evaluating their organisations' policies and practices in order to make them safer places for children.
- Help schools demonstrate that they have effective safeguarding processes in place.

**Thursday 14<sup>th</sup> November 2024 - Virtual - Zoom meeting - 09:00 to 16:30 - Ann Marie Christian**



## Primary Curriculum, Assessment and Pupil Achievement Data

### **Description:**

The aim of this session is to:

- To develop governors' understanding of the primary curriculum.
- To develop governors' understanding of the data available in relation to pupil outcomes.

### **Objectives:**

By the end of the session, participants will: -

- know the statutory requirements for the primary curriculum and its focus in the current Ofsted framework.
- be aware of some of the different approaches schools may take to organisation and delivery of the curriculum.
- know what is assessed in the primary phase.
- become familiar with the available sources of data and some of the ways in which this may be presented to them.
- identify questions they could ask about school data and the delivery and organisation of the curriculum.

**Monday 18<sup>th</sup> November 2024 - Virtual - Zoom meeting - 18:30 to 20:30 - George Hopson / Sigi Leigh**

## Meeting Digital and Technology Standards in Schools – overview for governors

**Description:**

One hour online lunchtime briefing delivered by Derek Crabtree (Merton School ICT Support Manager) on the DfE guidance [Meeting digital and technology standards in schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges)

**Objectives:**

Our expert trainer will guide you through the details - and your responsibilities re Cyber Security, Filtering and Monitoring, Accessibility and Leadership and Connectivity - and you will have the opportunity to ask questions.

**Wednesday 20<sup>th</sup> November 2024 - Virtual - Zoom meeting - 13:00 to 14:00 – Derek Crabtree**

## Welcome to Governance – Part 1 and Part 2 – Evening Sessions

### **Description:**

These sessions will be delivered via Zoom.

The aim of these two sessions is to develop an understanding of the role and responsibilities of school governors focusing on their three core strategic functions and providing an induction to good practice and the Ofsted Inspection framework.

### **Objectives:**

By the end of the two sessions governors will be able to:

- Understand the difference between working strategically and operationally
- Know how to effectively challenge and support the school by monitoring and evaluating and asking pertinent question
- Know how to hold the school to account and to be accountable
- Understand the basics of school finances and governors' responsibilities
- Describe good practice and know where to look for further/more detailed information

**Thursday 21<sup>st</sup> November 2024 - Virtual - Zoom meeting - 18:30 to 20:30 - Sue Ryan**

**Thursday 28<sup>th</sup> November 2024 - Virtual - Zoom meeting - 18:30 to 20:30 - Sue Ryan**

## **SEND – Supporting and Challenging Provision in your school, including the role of the SEND Link Governor**

### **Description:**

The aim of this course is to be aware of the current Legal framework for SEN(D) and be able to apply practical actions to their own school situation. We will explore the current national context and proposed changes since the change in government. We will look at the skills, activities and questions which will help a SEND link governor fulfil their role.

### **Objectives:**

By the end of the two sessions governors will be able to:

- Understand the current SEN (D) framework and proposed changes
- Recognise statutory duties and responsibilities which they have in relation to SEN(D)
- Identify strategies to support their own school practice
- Understand remit and expectations for a SEND Link governor
- Identify activities that may assist them in developing their role

**Monday 25<sup>th</sup> November 2024 - Virtual - Zoom meeting - 18:30 to 20:30 – Nick Flesher / Amalia Banon / Jane Morgan**

## **Anti-racism in Schools: the role of governors and leaders**

### **Description:**

This workshop is essential for governors and educational/ school leaders seeking an understanding of their role and how they could approach tackling racism in schools. It examines current regulations and the duties held by different leaders under these legislations and suggests ways leaders may approach fulfilling these duties.

**Wednesday 27<sup>th</sup> November 2024 - Virtual - Zoom meeting - 18:30 to 20:30 – Professor Paul Miller**

## Merton Chairs' Briefing – Spring 2025

### **Description:**

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Merton.

### **Objectives**

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways the governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

**Tuesday 21st January 2025 - Virtual – Teams meeting - 18:30 to 20:30 - June Crame / Sue Ryan / Clare Dudman**

## **Sutton Chairs' Briefing – Spring 2025**

### **Description:**

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Sutton and will be delivered via Zoom.

### **Objectives:**

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways that governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

**Wednesday 22<sup>nd</sup> January 2025 - Virtual – Teams meeting - 18:30 to 20:00 - June Crame / Sue Ryan / Kieran Holliday / Jo Cassey**

## Merton and Sutton Clerks' Briefing – Spring 2025

### **Description:**

This session is a briefing for Clerks to Governing Bodies in Merton and Sutton and will be delivered via zoom.

### **Objectives:**

By the end of this session clerks will be familiar with:

- The latest clerking developments, opportunities and good practice
- The different ways the governing body/clerks can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

**Tuesday 28<sup>th</sup> January 2025 - Virtual – Teams meeting - 09:30 to 11:30 am - June Crame / Sue Ryan**



## **Equality Duties – your statutory duty and legal requirements**

### **Description:**

This course will provide an opportunity to explore legislation and best practice regarding the equality duties for schools, and how this impacts on pupils. We will highlight supporting learners using English as an Additional Language (EAL) and EAL questions for Governors to consider. We will also outline the requirements which have been placed on schools with regards to promoting Fundamental British Values and how to develop a holistic response.

### **Objectives**

By the end of this course governors will be able to: -

- Understand their role and responsibilities in relation to Equality Duties
- Share examples of how different schools demonstrate their policies in day to day practice
- Identify and apply best practice in meeting their duties

**Tuesday 4th February 2025 - Virtual – Teams meeting - 18:30 to 20:30 - Alison Cramp / Viv Pratt**

## Chair of Governors' Induction (FGB)

### **Description:**

This course will help new Chairs of full governing boards to understand their roles and responsibilities, as the leader of the governing board. It will also consider strategies, structures and best practice that can be adopted to help make your governing board the most effective it can be.

### **Objectives:**

By the end of this course governors will be able to:

- Identify the key role of the Chair as the leader of the governing board.
- Explain different structures and practice on how to organise the workload effectively and use succession planning to involve and motivate all members of the governing board
- Build confidence and recognise how to develop good working relationships with the headteacher and Clerk to governors and building the team
- Identify and apply best practice in meeting their duties and know where to look for further information

**Thursday 6<sup>th</sup> February 2025 - Virtual – Teams meeting - 18:30 to 20:30 - June Crame**

## How to Recruit and Retain Diverse Governors

### **Description:**

This training will be delivered as a Zoom training session. In this session, the primary aims are:

- To dispel any myths and identify barriers to recruiting diverse governors
- To share practical steps to take to diversify your board
- To facilitate discussion around diversity and inclusion

At the end of the session you will have a greater understanding of practical steps you can take in the short, medium and long term to improve diversity on your board.

**Monday 10<sup>th</sup> February 2025 - Virtual – Teams meeting - 18:30 to 20:30 – Sharon Warmington - NBGN**

## Statutory Relationships, Sex and Health Education (RSHE) - Governor Training

### **Description:**

This evening workshop will explore the DfE statutory requirements and guidance for RSHE. The workshop will enable participants to:

- Clarify the facts about statutory Relationships Education, RSE and Health Education based on the current Government guidance; correcting any areas of confusion and helping Governors see which elements schools need to make decisions about
- Provide an update on relevant developments in legislation and from Ofsted
- Ensure Governors understand that research evidence underpins RSE
- Recognise features of high quality, inclusive Relationships and Sex Education (RSE)
- Understand the requirement for parental consultation, and the benefits of ongoing parental communication, and consider possible methods
- Be familiar with the responsibilities of Governors in relation to statutory RSHE

Throughout the short course governors accumulate a set of questions they can use to find out more about RSE at their school, questions which are appropriate for their role. Participants will also be signposted to tools that can support school senior leaders to prepare for statutory RSE including a whole-school audit tool.

The session will be interactive with opportunities for questions.

### **Objectives:**

By the end of the course governors will be able to: -

- Support your school to work toward delivering statutory RSHE
- Understand the evidence base that supports RSE.
- Understand parental consultation and involvement with RSE.
- Actively participate in utilisation of the whole-school RSE audit tool

**Wednesday 12<sup>th</sup> February 2025 - Virtual – Teams meeting - 18:30 to 20:30 – Lucy Emmerson**

## Visiting Your School

### **Description:**

The purpose of the session: All governors, trustees and academy committee members should visit their school or schools at least twice a year and it is vital that valuable volunteer time is used effectively to monitor the work of their school or schools. The session will cover:

1. Why visits matter
2. Linking visits to strategy
3. Policies and protocols
4. Planning visits
5. Reporting and follow up

### **Outcomes:**

At the end of this session participants will understand: -

- the rationale for visits,
- how visiting can be purposeful,
- how to avoid some of the pitfalls.

**Wednesday 26<sup>th</sup> February 2025 - Virtual – Teams meeting - 18:30 to 20:30 – Lauren Clogg / June Crame**

## Investigations and Panel Hearings - 'getting it right first time'

### **Description:**

This session is in two parts and will explore, using parental complaints as an example, the important role governors play when called upon to attend a panel hearing and also how to manage school-based investigations. The session will be interactive and will focus on the following aspects:

- applying the principles of natural justice within the context of school policies and procedures
- the process and conduct of the hearing
- the importance of exercising objective oversight in reaching decisions
- fundamental principles of investigations
- investigative strategies
- interviewing witnesses/accused
- achieving best evidence
- writing the report

**Monday 3<sup>rd</sup> March 2025 – Merton Civic Centre - 18:30 to 20:30 – Matt Miller, NGA**

## Welcome to Governance – Part 1 and Part 2 – Daytime Session

### **Description:**

This daytime session will be held at the Chaucer Centre and will cover both Parts 1 and 2 of Welcome to Governance.

The aim of this session is to develop an understanding of the role and responsibilities of school governors focusing on their three core strategic functions and providing an induction to good practice and the Ofsted Inspection framework.

### **Objectives:**

By the end of the two sessions governors will be able to:

- Understand the difference between working strategically and operationally
- Know how to effectively challenge and support the school by monitoring and evaluating and asking pertinent question
- Know how to hold the school to account and to be accountable
- Understand the basics of school finances and governors' responsibilities
- Describe good practice and know where to look for further/more detailed information

**Wednesday 5<sup>th</sup> March 2025 – Merton Civic Centre - 09:30 to 14:30 - Sue Ryan**

## **Safeguarding – The Role and Responsibilities of All School Governors- including the role of the Safeguarding Link Governor**

### **Description:**

The aim of this course is to familiarise all governors with the legal framework in relation to safeguarding and their roles and responsibilities as a governor.

This session will cover: -

- Government Guidance/Ofsted Inspection Framework
- The latest edition of the London Child Protection Procedures
- 'Keeping Children Safe in Education' Statutory Guidance
- Your roles and responsibilities
- We will look at the skills, activities and questions which will help a Safeguarding link governor fulfil their role.

### **Objectives:**

By the end of the session you will be able to:

- Clearly identify your role and responsibilities in ensuring school pupils are safe and that schools are fulfilling their safeguarding duties
- Reflect on current practice in the light of any changes in local and national guidance and legislation
- Understand how to evidence compliance with the Ofsted inspection framework, particularly in relation to whether pupils feel safe in school.
- Understand remit and expectations for a Safeguarding Link governor
- Identify activities that may assist them in developing their role

**Monday 10<sup>th</sup> March 2024 - Virtual – Teams meeting - 18:30 to 20:30 – Ameliah Rayn**



## Early Years – what governors need to know

### **Description:**

This course will help governors understand the importance of the Early Years Foundation Stage (EYFS), how it is assessed by Ofsted including the Good Level of Development and covering national updates and to reflect on their own provision.

### **Objectives:**

By the end of the course governors will be able to :-

- Understand the role and responsibilities of a governor in relation to the Early Years Foundation Stage
- Identify other issues which can impact on Early Years provision
- Recognise and share good practice and reflect on their own school provision

**Tuesday 11<sup>th</sup> March 2024 - Virtual – Teams meeting - 18:30 to 20:30 – Jan Bennett**

## Diversity: Equality, Diversity and Inclusion – how governors can lead the way

### **Description:**

During the training participants will:

- Consider what is required for a strategic whole school approach to promoting equality, diversity and inclusion
- Recognise how policies and procedures can drive or undermine equality, diversity and inclusion work in schools and explore examples of equality impact assessments on policies in order to be able to question/challenge their own leaders
- Explore how schools can effectively consult with the wider school community to identify and solve equality issues
- Recognise how equality monitoring data can be utilised to inform strategy and how schools can develop effective, SMART, evidence-based equality objectives
- Explore what is meant by diversifying the curriculum and how schools can start to embed equality, diversity and inclusion into curriculum planning
- Utilise their learning to consider their roles in recruitment, disciplinary hearings, exclusion panels and complaints and steps that they can take to eliminate discrimination and advance opportunity through case study examples.

### **Objectives:**

By the end of this course governors will:

- be confident to support their school in promoting diversity
- understand what is required for a strategic whole school approach to promoting equality, diversity and inclusion
- be confident in recognising how policies and procedures can drive or undermine equality, diversity and inclusion
- have best practice examples of equality objectives
- be confident in how to eliminate discrimination and advance opportunity in their work

**Monday 17<sup>th</sup> March 2025 - Virtual – Teams meeting – 18:30-20:30 - Equaliteach**

## Strategic Role of Governors

### **Description:**

The aim of this session is to enable governors to clearly distinguish between operational issues and their strategic role. It will give examples of types of issues which governing bodies may be involved in and identify methods to address them strategically.

### **Objectives:**

By the end of the course governors will be able to: -

- Understand the distinction between working operationally and strategically
- Recognise the roles of the Headteacher and Senior Leadership team and
- Develop their own confidence in setting the strategic direction of the school

**Wednesday 19<sup>th</sup> March 2025 - Virtual – Teams meeting - 18:30 to 20:30 - June Crame / Sue Ryan**

## **Pupil Premium – The Role of Governors**

### **Description:**

The aim of this course is to understand how the pupil premium funding is used. Pupil Premium - and the recovery premium (COVID catch-up funding) - is the additional funding given to schools to raise the attainment of disadvantaged pupils from reception to year 11.

### **Objectives:**

By the end of the course governors will be able to: -

- Recognise the triggers for Pupil premium funding to be allocated and the impact it can have on closing the gap in attainment / progress of students
- Explore different ways that governors can effectively monitor and evaluate the use of pupil premium to ensure maximum impact within their own school

**Tuesday 25<sup>th</sup> March 2025 - Virtual – Teams meeting - 18:30 to 20:30 - Alison Cramp / Paul McGivern**

## Merton Chairs' Briefing – Summer 2025

### **Description:**

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Merton.

### **Objectives**

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways the governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

**Wednesday 7th May 2025 - Merton Civic Centre- 18:30 to 20:30 - June Crame / Sue Ryan / Clare Dudman**

## Sutton Chairs' Briefing – Summer 2025

### **Description:**

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Sutton and will be delivered via Zoom.

### **Objectives:**

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways that governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

**Thursday 8<sup>th</sup> May 2025 - Virtual – Teams meeting - 18:30 to 20:00 - June Crame / Sue Ryan / Kieran Holliday / Jo Cassey**

## **Safeguarding – The Role and Responsibilities of All School Governors- including the role of the Safeguarding Link Governor**

### **Description:**

The aim of this course is to familiarise all governors with the legal framework in relation to safeguarding and their roles and responsibilities as a governor.

This session will cover: -

- Government Guidance/Ofsted Inspection Framework
- The latest edition of the London Child Protection Procedures
- 'Keeping Children Safe in Education' Statutory Guidance
- Your roles and responsibilities
- We will look at the skills, activities and questions which will help a Safeguarding link governor fulfil their role.

### **Objectives:**

By the end of the session you will be able to:

- Clearly identify your role and responsibilities in ensuring school pupils are safe and that schools are fulfilling their safeguarding duties
- Reflect on current practice in the light of any changes in local and national guidance and legislation
- Understand how to evidence compliance with the Ofsted inspection framework, particularly in relation to whether pupils feel safe in school.
- Understand remit and expectations for a Safeguarding Link governor
- Identify activities that may assist them in developing their role

**Tuesday 13<sup>th</sup> May 2025 - Virtual – Teams meeting - 18:30 to 20:30 – Ameliah Rayn**

## **Merton and Sutton Clerks' Briefing – Summer 2025**

### **Description:**

This session is a briefing for Clerks to Governing Bodies in Merton and Sutton and will be delivered via zoom.

### **Objectives:**

By the end of this session clerks will be familiar with:

- The latest clerking developments, opportunities and good practice
- The different ways the governing body/clerks can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

**Thursday 15<sup>th</sup> May 2025 – Merton Civic Centre - 09:30 to 11:30 - June Crame / Sue Ryan**



## Training Governor Briefing – Summer 2025

### **Description:**

This is an opportunity for Training Representatives to feedback on our training offer for this year and to share ideas for the training programme for the new academic year.

### **Objectives:**

By the end of each session governors will be able to:

- Clearly identify the latest training developments, opportunities and good practice
- Explore the different ways the governing board can develop their skills and knowledge
- Know where to look for further support, information and tools to help you in your role

**Thursday 15<sup>th</sup> May 2025 - Virtual – Teams meeting - 18:30 to 19:30 - Sue Ryan**

## Health and Safety - what governors need to know

### **Description and Objectives:**

The aim of this course is to enable governors to have an awareness of their responsibilities, within the legislative framework, including the HSE Fee for Intervention. It will help them understand forms of control, such as risk assessment, training and management of contractors. The session will also cover record keeping, e.g. accident/incident and near miss reporting, inspections, etc. By the end of the session Governors will know where to get further help and support.

**Wednesday 11<sup>th</sup> June 2025 - Virtual – Teams meeting - 18:30 to 20:30 - Lydia Stanley**

## Welcome to Governance – Part 1 and Part 2 – Evening Sessions

### **Description:**

These sessions will be delivered via Zoom.

The aim of these two sessions is to develop an understanding of the role and responsibilities of school governors focusing on their three core strategic functions and providing an induction to good practice and the Ofsted Inspection framework.

### **Objectives:**

By the end of the two sessions governors will be able to:

- Understand the difference between working strategically and operationally
- Know how to effectively challenge and support the school by monitoring and evaluating and asking pertinent question
- Know how to hold the school to account and to be accountable
- Understand the basics of school finances and governors' responsibilities
- Describe good practice and know where to look for further/more detailed information

**Tuesday 17<sup>th</sup> June 2025 -Virtual – Teams meeting - 18:30 to 20:30 - Sue Ryan**

**Tuesday 24<sup>th</sup> June 2025 - Virtual – Teams meeting - 18:30 to 20:30 - Sue Ryan**

## HR Matters – Knowing your responsibilities and getting it right

### **Description:**

This course will provide governors with an overview of their employment responsibilities. We will cover the governors' role in recruitment (top tips), grievances, disciplinaries, restructuring, redundancies, equality responsibilities relating to HR and the reference to pay and conditions in the Schools Causing Concern guidance 2024.

### **Objectives:**

By the end of the course governors will be able to:-

- Understand their legal responsibilities in relation to the School Staffing Regulations.
- Through the review of scenarios and discussions have a better understanding of how to handle a range of HR issues, e.g. appointments, grievances, disciplinary processes and panels, equality responsibilities etc.
- Know where to access further sources of advice and support.

**Wednesday 25<sup>th</sup> June 2025 - Virtual – Teams meeting - 18:30 to 20:30 – Carolyn Graham**