

## New governor induction programme 2023-2024

The new governor induction programme comprises seven modules covering governors’ strategic roles and responsibilities in the key areas, including the school curriculum, SEND, HR, finance and safeguarding. The programme is run each term and offers a daytime option in the spring term. It is regularly reviewed and reflects any changes to legislation or local and national developments and new initiatives.

Apart from modules one and two, which follow in sequence, the remaining modules are standalone sessions that can be taken in any order so you can mix and match between the series as convenient. Module 6 (School finance) is offered in two options: maintained schools and academies. Please choose the appropriate option when booking.

If you are a new governor or looking for a refresher, this programme is for you!

<b>Evening option: 18:00 to 19:30</b>	<b>Series one-autumn</b>	<b>Series three-summer</b>
<b>Module one</b> Governors’ roles and responsibilities – part 1	Tuesday 26 September	Monday 10 June
<b>Module two</b> Governors’ roles and responsibilities – part 2	Thursday 28 September	Wednesday 12 June
<b>Module three</b> School curriculum (all phases)	Tuesday 3 October	Monday 17 June
<b>Module four</b> Special educational needs and disabilities (SEND)	Tuesday 10 October	Wednesday 19 June
<b>Module five</b> HR responsibilities	Tuesday 17 October	Monday 24 June
<b>Module six</b> Finance in maintained schools or: Finance in academies/free schools	Tuesday 31 October TBC	Wednesday 26 June TBC
<b>Module seven</b> Safeguarding in education	Monday 6 November	Monday 1 July
<b>Daytime option: 10-11:30 &amp; 13-14:30</b>	<b>Series two - spring</b>	
<b>Modules one and two</b> Governors’ roles and responsibilities – parts 1 and 2	Friday 26 January	
<b>Modules three and four</b> School curriculum (all phases)/SEND	Friday 2 February	
<b>Modules five and six</b> HR responsibilities/Finance in maintained schools	Friday 9 February	
<b>Module seven 10:00 to 11:30</b> Safeguarding in education	Friday 23 February	

# Module descriptions:

## Module 1: Governors' roles and responsibilities (1)

Discover your main roles and responsibilities, and explore the key aspects of school governance:

- the place of the governing body within the education system
- the composition of the governing body
- the governing body's three core functions: ensuring clarity of vision, ethos and strategic direction, ensuring accountability and overseeing the financial performance of the school
- collective responsibility and confidentiality; governance versus management

## Module 2: Governors' roles and responsibilities continued (2)

Further explores strategies and mechanisms for exercising the governing body's main powers and duties discussed in module one:

- the school improvement cycle – monitoring and self-evaluation; support and challenge
- planning and making the most of your school visits
- gathering relevant information and documentation including the headteacher's report
- conduct of meetings: dealing with agendas and jargon
- ensuring accountability

## Module 3: School curriculum (all phases)

Examines the governors' role in overseeing organisation and delivery of the school curriculum (introduces the early years foundation stage, primary and secondary phases):

- definition of the curriculum
- the national curriculum
- clarifying the governors' role
- monitoring and evaluating the curriculum

## Module 4: Special Educational Needs and Disabilities (SEND)

Outlines the responsibilities of the governing body for overseeing the provision of education to children with special educational needs and disabilities:

- inclusive school
- Education, Health and Care plans (EHC), the Local Offer, the Code of Practice, personal budgets and funding
- the future of SEND; the role of the governing body and others

## Module 5: HR responsibilities

Introduces the human resources framework within which schools and governors operate:

- staffing structure and appointments, including safer recruitment, equal opportunities, disability and discrimination legislation
- staff dismissal – capability, disciplinary and grievance procedures
- teacher appraisal and pay, including the headteacher's performance appraisal.

*\*academies or free schools do not have to abide by the School Teachers' Pay and Conditions Document, however many choose to follow its recommendations*

## Module 6: Option A: Finance in maintained schools

Explains the governors' role and responsibilities in overseeing the financial management in their schools:

- schools financial regulations
- overview of school funding and the annual cycle
- budget setting and monitoring
- the role of the governing body, school and the Local Authority

## Option B: Finance in academies/free schools

Provides an oversight of how academies are funded and explains the key roles of trustees and Local Governing Boards. It covers:

- the importance of financial oversight in academies
- the key strategic roles of trustees and governors on Local Governing Boards
- how academies are funded and resourced
- setting, monitoring and evaluating the trust budget
- financial oversight, risks and efficiencies.

## **SAFEGUARDING TRAINING**

Governing bodies and academy trusts have a strategic leadership responsibility for their school's safeguarding arrangements and must ensure that they comply with the law. The Keeping Children Safe in Education document states that schools should ensure that all governors and trustees receive appropriate safeguarding and child protection training at induction. To assist governing bodies and academy trusts with fulfilling this obligation, Southwark Governor Services offer the following safeguarding training, which goes beyond the introductory level. All governors are strongly encouraged to attend all four courses as safeguarding is a collective, corporate responsibility of the whole governing board, not just of the designated safeguarding link governor.

### **New governor induction module 7: Safeguarding in education**

Introduces the principles of safeguarding children and young people and covers:

- The legal responsibilities of governors and trustees
- Which pupils are at greatest risk and why
- Risks outside of the home – including online safety and contextual risks
- Safe professional practice
- How do governors ensure that safeguarding arrangements in their school are adequate and effective?

Target audience: new governors or those who have undertaken no previous safeguarding or child protection training.

#### **Other related courses:**

### **Safeguarding in education (Intermediate level)**

This session builds on introduction to safeguarding and examines the following:

- The strategic role of governors in creating a culture of vigilance, safety and safeguarding
- The role of the Designated Safeguarding Lead – support and challenge
- Harmful sexual behaviours (child-on-child) and links to online safety
- Supporting Looked After Pupils in public care
- The role of the Local Safeguarding Partners
- Concerns/allegations against school staff
- Signs of success in safeguarding.

Target audience: link governors and governors who have completed an introduction to safeguarding.

### **Safeguarding: practical application**

#### **SCR audit, safeguarding visits, LA safeguarding audit and statutory safeguarding policies**

This session focuses on the practical aspects of safeguarding, to enable governors to discharge their safeguarding responsibility. It shows how to:

- Monitor the single central record
- Carry out a safeguarding visit and gather evidence regarding compliance.
- Examine the provisions of the LA safeguarding audit.
- Ensure that statutory safeguarding policies are understood, reviewed and ratified by the board, individual governor or headteacher as appropriate.

Resources will be provided and signposted for governors to carry out their monitoring duties.

Target audience: governors who have completed the introductory and intermediate level training, and particularly those with safeguarding responsibility.

## Online safety

This session explores the role of governors and trustees in supporting and challenging their schools in how they address their online safety responsibility. You will have an opportunity to:

- consider a range of issues faced by schools and pupils:
- discuss and consider how to deal with these situations
- explore resources that schools can use to teach pupils the importance of online safety policies
- consider how governors can ensure that appropriate filters and monitoring measures are put in place

**Target audience:** all governors, particularly those with safeguarding responsibility

## Safer Recruitment

In addition to the above training, those governors who are likely to be involved in the recruitment and selection process in their schools have an opportunity to attend an accredited Safer Recruitment training. For further details, please see either [GovernorHub](#) or [the schools website](#).