



HFL GOVERNANCE TRAINING COURSE LIST

Maintained Schools

Courses available for Governors within LA Maintained Schools

Admissions Appeals	1
Admissions and the School Admissions Code.....	1
A whole school approach to mental health and wellbeing	1
Dealing with Difficult People and Courageous Conversations.....	1
Disciplinary Hearings.....	2
Effective governance.....	2
Effective Listening and Effective Questioning.....	2
Effective use of Pupil Premium	2
Exclusions.....	3
Federations	3
Governor Recruitment, Education and Training.....	3
Governor Visits.....	3
Health and safety	4
Induction for Governors of Maintained Schools.....	4
Knowing your school - high quality curriculum provision.....	4
Knowing your School & Ofsted – governance	5
New to Special Educational Needs and Disability (SEND).....	5
Prevent Duty	5
Reducing and managing allegations against staff (RAMAAS)	5
Risk Management	6
Role of the Safeguarding Link Governor	6
Safeguarding children	6
Safer Recruitment	6
School finance overview	6
Schools Recruitment – An overview of best practice in Leadership Recruitment.....	7
Succession Planning & Strategy	7
The governors role in ensuring the RSHE provision is suitable for the needs of their school	7
Understanding Assessment Data	7
Understanding the Landscape – Federations and MATs	8
Vision, mission and strategy	8

ADMISSIONS APPEALS

This course is aimed at governors and head teachers of Voluntary Aided, Foundation and Academy primary and secondary settings.

The course covers the process for school admission appeals and supports governors to prepare the governors' case for presentation to an Independent Appeal Panel (IAP).

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
Available as an Inhouse Session:	No

ADMISSIONS AND THE SCHOOL ADMISSIONS CODE

The governing body or academy trust has full responsibility for the school's admission arrangements. This course will explain to governors their full legal responsibilities with regard to admission throughout the academic year as outlined in the School Admissions Code. It will cover the statutory timescales and requirements, the admission application and allocation process (process and in year) and consultation requirements.

Aimed at governors of own admission authority schools.

Available as a group Session	Yes - please click here to view available sessions and to book individual places.
Available as an Inhouse Session	No

A WHOLE SCHOOL APPROACH TO MENTAL HEALTH AND WELLBEING

Following sustained periods of lockdown, disrupted school attendance and uncertainty, the importance of supporting the mental health and wellbeing of pupils and staff has never been so crucial. Good mental health is the foundation for everyone to flourish, develop and succeed in life. This training will consider the importance of developing a whole school approach to mental health and wellbeing and examine key actions that governors can take to help embed and monitor emotional health and mental wellbeing across the school.

Available as a group Session	Yes - please click here to view available sessions and to book individual places
Available as an Inhouse Session	No

DEALING WITH DIFFICULT PEOPLE AND COURAGEOUS CONVERSATIONS

This course is aimed at Chairs Vice Chairs and other governors who may need to undertake difficult conversations and/or deal with challenging individuals. The course will help in understanding what we mean by 'difficult', possible strategies to apply and when/why we need to have 'courageous' conversations.

Available as a group Session:	No
Available as an Inhouse Session:	Yes

DISCIPLINARY HEARINGS

This course is beneficial in helping governors understand the procedures of a staff disciplinary hearing. The course is broadly based on the HfL Education model disciplinary policy but also useful for governors of all settings as the principles are broadly the same.

This session will:

- identify the principles of good disciplinary handling
- look at the decision-making process
- assist with dealing of challenges that may arise during the process

Available as a group Session	Yes - please click here to view available sessions and to book individual places.
Available as an Inhouse Session	No

EFFECTIVE GOVERNANCE

This course explores in more detail how individual governors and governing boards can effectively carry out their core function of holding the headteacher to account for the educational performance of the school/academy.

This course explores in more detail how individual governors and governing boards can effectively carry out their core function of holding the headteacher to account for the educational performance of the school/academy.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
Available as an Inhouse Session:	Yes

EFFECTIVE LISTENING AND EFFECTIVE QUESTIONING

Among the most important skills that governors need to apply are listening and questioning. Being able to listen effectively and ask questions effectively are key to your being able to be as valuable as you can in your role and to you getting as much from the role as you can.

This training course is intended to help you:

- Consider why effective listening and effective questioning are important for governors.
- Understand the aims of effective listening and effective questioning; and
- Provide tips / ideas on how to improve these skills

Available as a group Session:	No
Available as an Inhouse Session:	Yes

EFFECTIVE USE OF PUPIL PREMIUM

This course will provide an opportunity for governors to update their knowledge and understanding of the effective use of Pupil Premium funding

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
Available as an Inhouse Session:	No

EXCLUSIONS

This training session equips governors to be able to sit on a governors' Disciplinary Committee panel which is a statutory requirement in the case of certain types of school exclusion, including any permanent exclusion. We recommend that panel members are re-trained every 2 years.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
--------------------------------------	---

Available as an Inhouse Session:	Yes
---	------------

FEDERATIONS

This course provides an understanding of Federations and the key issues to consider when planning your school's future.

Available as a group Session:	No
--------------------------------------	-----------

Available as an Inhouse Session:	Yes
---	------------

GOVERNOR RECRUITMENT, EDUCATION AND TRAINING

This training is suitable for all governors.

Although it is advantageous to appoint a governor to take a strategic position with regards to the Recruitment, Education and Training of your board, the responsibility to actively support the recruitment of new governors lies with the whole governing body.

Schools cannot function without governance, and it is vital to ensure the whole board understand their role and can give their time to fulfil it, and any vacancies are suitably filled

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
--------------------------------------	---

Available as an Inhouse Session:	Yes
---	------------

GOVERNOR VISITS

This course is useful for all governors but especially those who are linked with a subject or aspect of the work of the school, e.g. SEND, literacy or a subject area

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
--------------------------------------	---

Available as an Inhouse Session:	Yes
---	------------

HANDLING MAINTAINED SCHOOL COMPLAINTS

This training is aimed at all governors of maintained schools. Whilst based on the HCC model policy, the concept of governors' roles and responsibilities is the same although other model policies may differ in terms of stages within a procedure

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
-------------------------------	--

Available as an Inhouse Session:	Yes
----------------------------------	-----

HEADTEACHER PERFORMANCE MANAGEMENT

This training is aimed at all governors of maintained schools. Whilst based on the HCC model policy, the concept of governors' roles and responsibilities is the same although other model policies may differ in terms of stages within a procedure

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
-------------------------------	--

Available as an Inhouse Session:	No
----------------------------------	----

HEALTH AND SAFETY

This course is relevant to all governors, particularly those with an interest in premises and health and safety.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
-------------------------------	--

Available as an Inhouse Session:	No
----------------------------------	----

INDUCTION FOR GOVERNORS OF MAINTAINED SCHOOLS

This course is for anyone new to governance within maintained schools. We would recommend all new governors complete this course within the first 3 months of being appointed. The course will use a variety of teaching strategies including group discussion, case studies and tutor input.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
-------------------------------	--

Available as an Inhouse Session:	No
----------------------------------	----

KNOWING YOUR SCHOOL - HIGH QUALITY CURRICULUM PROVISION

This training session equips governors to develop clarity in their understanding of what a high quality curriculum consists of under the OFSTED's Education Inspection Framework. Governors will learn about the priority placed on a coherently planned, cumulatively sequenced curriculum which includes carefully chosen content. The link between the planned curriculum, its effective implementation and the use of impactful assessment strategies will also be explored.

Please note, this course is more suited to Primary governing bodies.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
-------------------------------	--

Available as an Inhouse Session:	No
----------------------------------	----

KNOWING YOUR SCHOOL & OFSTED – GOVERNANCE

This training session is intended for governing boards who want a better understanding of Ofsted inspections, in terms of:

- Ofsted's approach, expectations and assessment criteria; and
- governors' discussion with Ofsted inspectors.

The course is structured as follows:

- Reminder of your key responsibilities as governors
- Understand current Ofsted 'areas' and 'grading scale'
- Look at the different types of Ofsted inspection and discuss which is likely to apply for your school
- Go through the method and process of inspection, including the governors' role during an inspection
- What are Ofsted interested in and how do they assess ('grade descriptors') each of the areas
- Your next steps

Available as a group Session:	No
--------------------------------------	-----------

Available as an Inhouse Session:	Yes
---	------------

NEW TO SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

This session is designed to provide an introduction for governors to the area of special educational needs and disabilities. During the session there will be a range of practical activities and opportunities to ask questions and share ideas.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
--------------------------------------	---

Available as an Inhouse Session:	No
---	-----------

PREVENT DUTY

This session will be looking at the current terrorist threat level in the UK, covering relevant legislation and terminology relating to terrorism and extremism and discussing groups and movements which operate in the terrorist and extremist space. Most importantly, we will consider how you as Governors can feel confident in your execution of the Prevent Duty within your organisation.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
--------------------------------------	---

Available as an Inhouse Session:	No
---	-----------

REDUCING AND MANAGING ALLEGATIONS AGAINST STAFF (RAMAAS)

This course is designed to assist headteachers, chairs and vice chairs of governors in dealing effectively with allegations against staff and promoting safe working practice by school staff, thereby reducing the risk of allegations of inappropriate conduct and harm to children. This course is only available to headteachers, chair and vice chair of governors.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
--------------------------------------	---

Available as an Inhouse Session:	No
---	-----------

RISK MANAGEMENT

This course supports governors to understand key concepts, principles and techniques relating to management of risk, to identify different types and sources of possible risks and explore what makes a good risk register, including risk identification, their impact, appropriate countermeasures, and contingencies and assigning risk owners. To support the understanding of how governors might improve policies and practices to support risk management activities and to develop governors understanding of risk management, including their oversight & monitoring of it.

Available as a group Session:	No
Available as an Inhouse Session:	Yes

ROLE OF THE SAFEGUARDING LINK GOVERNOR

Aimed at Safeguarding link governor but also useful for all governors. Course looks at link governor role and shares good practice for safeguarding visits.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
Available as an Inhouse Session:	Yes

SAFEGUARDING CHILDREN

This course is strongly recommended for all governors and is essential for the Designated Child Protection governor(s), the chair/vice chair. It is also recommended to refresh this training every 4 years.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
Available as an Inhouse Session:	No

SAFER RECRUITMENT

This nationally accredited full day 'Safer recruitment' training is suitable for governors and staff of schools/academies involved in the recruitment process. This course is applicable for those who have had no previous training or those that attended 'Safer recruitment' training more than 4 years' ago and therefore need to refresh their accreditation. (Please check if you are unsure).

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
Available as an Inhouse Session:	No

SCHOOL FINANCE OVERVIEW

This course is aimed at all governors (not only Finance Governors) and is targeted to provide a general understanding of the key financial responsibilities of the Governing Board.

It will be assumed that attendees will have had minimal exposure to finance in school and therefore, is aimed at early career governors, or governors who would like to improve their financial skills knowledge.

Available as a group Session:	No
Available as an Inhouse Session:	Yes

SCHOOLS RECRUITMENT – AN OVERVIEW OF BEST PRACTICE IN LEADERSHIP RECRUITMENT

This training is designed to give Governors the confidence to contribute to the interview and selection process at their schools through an understanding of:

- The legal context of school recruitment and selection
- The role and responsibilities of the Governing Body in the process
- The support available in Hertfordshire
- Safer recruitment and best practice
- Inclusion and diversity in recruitment
- The stages of the recruitment cycle
- The processes and parameters around recruitment, pay & appointment for schools

Available as a group Session:	No
-------------------------------	----

Available as an Inhouse Session:	Yes
----------------------------------	-----

SUCCESSION PLANNING & STRATEGY

For governors/governing boards who want to be aware of their future strategic leadership – leadership of the school (staff) and governing board.

Available as a group Session:	No
-------------------------------	----

Available as an Inhouse Session:	Yes
----------------------------------	-----

THE GOVERNORS ROLE IN ENSURING THE RSHE PROVISION IS SUITABLE FOR THE NEEDS OF THEIR SCHOOL

Governors have a statutory duty to ensure that RSHE provision is suitable for the needs of their school, pupils, and wider community. This course will enable you to confidently monitor and assess your compliance with the DfE's statutory RSHE guidance for schools.

Available as a group Session:	Yes - please click here to view available sessions and to book individual places
-------------------------------	--

Available as an Inhouse Session:	No
----------------------------------	----

UNDERSTANDING ASSESSMENT DATA

Suitable to all governors, particularly those overseeing pupil progress, attainment and target setting in primary and secondary settings.

Please note - An additional charge of £130.00 for in-house requests will be applied as the Assessment Team will review the settings own data prior to the delivery.

Please note - This course may only be booked every 2 years.

Available as a group Session:	No
-------------------------------	----

Available as an Inhouse Session:	Yes
----------------------------------	-----

UNDERSTANDING THE LANDSCAPE – FEDERATIONS AND MATS

Aimed at all governors, headteachers and key senior leaders of primary and secondary maintained schools. Course provides understanding the current educational landscape, **including Federations and Multi Academy Trusts**, the possibilities available to them and key issues to consider when planning their school's future.

Available as a group Session:	No
-------------------------------	----

Available as an Inhouse Session:	Yes
----------------------------------	-----

VISION, MISSION AND STRATEGY

'Governing boards are the key strategic decision-making board of every school. It is their role to set the school's strategic framework and to ensure all statutory duties are met. The governing board should ensure that the school has a medium to long-term vision for its future which it may be helpful to articulate in a strategic written statement.'

This course supports governors in their role around;

- The GB's 3 key functions
- Why Values / Ethos, Vision / Mission and Strategy are important
- Values / Ethos
- Mission & Vision
- Strategic plan
- Targets/KPIs and monitoring progress
- Your action plan

Available as a group Session:	No
-------------------------------	----

Available as an Inhouse Session:	Yes
----------------------------------	-----