



**REDBRIDGE EDUCATION  
& INCLUSION**

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**SHAPING  
EXTRAORDINARY  
FUTURES  
TOGETHER**

# **SCHOOL GOVERNOR TRAINING BROCHURE**

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**2024 - 2025 ACADEMIC YEAR**



# WELCOME

2024 - 2025

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Redbridge Governors' Services provide a comprehensive support and development service for governors across the borough – a local service for local people.

The continued professional development of the Governing Body is an integral part of a schools effectiveness and growth. Our exciting new training brochure offers high quality training and development to support and help governors effectively fulfil their duties and fully engage in the key areas of school improvement and strategic leadership. We offer a broad spectrum of courses, briefings and events which are led by high calibre, experienced trainers and facilitators, both from the local authority and independent providers. All of our courses, unless stated otherwise, are online so you can join from work or home at your convenience.

Our service has been working in partnership with schools for over 25 years to develop and support school improvement with creative and effective governance practice. All courses will be offered on MS Teams to ensure you can join wherever you are, and most are in the evening to fit in with your work or family responsibilities.

For further enquiries about our full training and support package, or to enrol on one of our courses, please email our team: [GovernorsSupport@redbridge.gov.uk](mailto:GovernorsSupport@redbridge.gov.uk)

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# NEW FOR THIS YEAR

2024 - 2025

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This year, in addition to our main training offer we are also going to be offering the following:

- EBSA – Emotionally Based School Avoidance – what is it and how can governors help support their school?
- Health & Safety for Governors – an outline of your board’s responsibilities.
- Control & Restraint – what governors should know.
- Governor networking & development events
- Effective challenge - How to ask the right questions and hold school leaders to account

Keep an eye on your inbox for further details on how to join these exciting new sessions. Feel free to contact us if you have any ideas about training you would like us to deliver – suggestions are always welcome.



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2024 - 2025

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# INTRODUCTORY COURSE FOR NEW GOVERNORS

TRAINER: DAVID LOW

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*Tuesday 19th November 2024 - 09:30 - 15:00 (Lynton House)*

*Tuesday 11th March 2025 - 09:30 - 15:00 (Lynton House)*

*Saturday 14th June 2025 - 09:30 - 15:00 (Online)*

This course will provide an overview into the statutory and strategic duties of a Governing body – including roles and responsibilities, curriculum and safeguarding.

Participants will gain a better understanding of how a governor acts as a critical friend, challenges the school leadership to ensure resources are well spent, and works alongside the governing board to set the ethos, vision and strategic direction of the school.



# INDUCTION FOR NEW CHAIRS

TRAINER: DAVID BACKHOUSE

*Wednesday 27th November 2024 - 18:00 - 20:00*

*Monday 9th June 2025 - 18:00 - 20:00*

Taking the chair for the first time can be a nerve-racking experience but this course will help you know what to expect and support you as you step into your role. Chairs and vice chairs of governing boards and committees have a key role to play in maximising the contribution governors/trustees make to school/academy improvement. This course is designed to enhance the skills and confidence required to lead and manage the work of a governing board and/ or committees.

The course is relevant for new, experienced, and prospective chairs and vice-chairs of governing boards and committees who wish to review their effectiveness for the role and develop their skills. Ultimately the aim is to enable participants to get the best out of their governing boards and so maximise and evidence their impact on school improvement.

## OUTLINE

The aim of this course is to provide an understanding of the role of the chair and the skills and knowledge required to effectively lead the governing board.

## DESCRIPTION

This course will support you in taking on the role of chair and help develop your confidence in leading the governing board.

This course will explore the chairs' role in:

- **Setting and championing vision, ethos and strategy**
- **Driving up educational standards and financial performance**
- **Building a team of governors that have the right skills, experience, qualities and capacity to understand the school's challenges**
- **Ensuring that structures are in place that reinforce clearly defined roles and responsibilities.**
- **Monitoring and improving the quality and impact of governance**

# INTRO TO SAFEGUARDING FOR SAFEGUARDING GOVERNORS (LEVEL ONE)

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*Tuesday 3rd December 2024 - 18:00 - 20:00*  
*Wednesday 12th February 2025 - 18:00 - 20:00*

Governing Boards have a strategic leadership responsibility for their school's safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to Keeping Children Safe in Education (KCSiE) ensuring policies, procedures and training in their schools are effective and always comply with the law. This session will offer an introduction to Safeguarding Children; the national legislation and local procedures governors need to be aware of, categories of abuse, safeguarding and mental health, contextualised safeguarding and responding to concerns about children.

## ENHANCED SAFEGUARDING FOR SAFEGUARDING GOVERNORS (LEVEL TWO)

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*Wednesday 5th March 2025 - 18:00 - 19:30*  
*Tuesday 11th March 2025 - 18:00 - 19:30*

This course will explore; safeguarding issues faced by children and young people, the possible impact of parenting vulnerabilities and adverse childhood experiences, policies and procedures, local thresholds, section 47 enquiries, and the process involved with child protection and child in need, importance of working together, documenting and the sharing of information regarding concerns.

\*Please note this course is for anyone who has already attended the Level One Safeguarding training.

# GOVERNORS SAFEGUARDING BRIEFING

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*Wednesday 23rd October 2024 – 17:30 – 18:30 (Online)*

*Tuesday 25th February 2025 – 17:30 – 18:30 (Online)*

*Wednesday 21st May 2025 – 17:30 – 18:30 (Online)*

At these termly briefings we will give guidance on ensuring safeguarding procedures are robust and children are safe. Where relevant, the agenda for these meetings will reflect the termly seminars for safeguarding leads in schools.





# PREPARING FOR OFSTED

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***Monday 21st October 2024 - 18:30 - 20:30***

Ofsted inspections take place in all schools. It is essential that governors know how to prepare for an Ofsted inspection and understand the key criteria that Ofsted will consider as part of their assessment.

This course provides governing boards with the core content they need to ensure that they are Ofsted ready and what to expect during an inspection. Governors will better understand the Ofsted strategy and overarching objectives, will be able to identify the core criteria Ofsted work from, how schools are graded, identify what questions they may be asked as part of the inspection process, and will recognise what happens before, during and after an Ofsted inspection, including Ofsted deep dives.

# CLERKS' BRIEFING

**TRAINER: TERRI GEORGE**

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***Monday 9th September 2024 - 16:00 - 17:00***

***Wednesday 8th January 2025 - 16:00 - 17:00***

***Wednesday 23rd April 2025 - 16:00 - 17:00***

The termly briefing will update clerks on new issues that they need to be aware of to enable them to carry out their duties effectively. The session also provides clerks with a networking opportunity to share good practice and any current concerns.

# UNDERSTANDING SCHOOL FINANCE

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*Wednesday 9th October 2024 - 18:00 - 19:30*

*Tuesday 4th February 2025 - 18:00 - 19:30*

*Monday 12th May 2025 - 18:00 - 19:30*

A training session to advise school governors on their financial responsibilities and provide information on setting, understanding and monitoring a school budget.

By the end of the course, participants will gain an understanding or refresh an existing understanding of:

- The financial responsibilities of governors
- The schools funding system
- Setting a school budget including
- Sources of income for schools and how these may change year-on-year
- Budgeting for expenditure
- Managing a tight budget – including use of the Schools Benchmarking Tool
- Budget reports and how to use them to provide challenge to headteachers

# CHAIRS & VICE CHAIRS BRIEFING

TRAINER: TERRI GEORGE/COLIN STEWART

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*Monday 16th September 2024 - 18:00 - 19:30*

*Wednesday 8th January 2025 - 18:00 - 19:30*

*Wednesday 23rd April 2025 - 18:00 - 19:30*

This is an opportunity for Chairs and Vice Chairs of Governors to meet with the Operational Manager for Governor Services. The briefing covers operational updates and current topics and updates on any governance issues. There will also be a termly update from the Director of Education.

# HEADTEACHER PERFORMANCE MANAGEMENT

TRAINER: TERRY JAMES

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*Monday 30th September 2024 - 18:00 - 19:30*

*Tuesday 22nd October 2024 - 18:00 - 19:30*

*Tuesday 12th November 2024 - 18:00 - 19:30*

Headteacher Performance Management reviews take place annually and allow governing boards to monitor and evaluate the progress of the Headteacher or Executive Leader in achieving strategic priorities. This process helps the governing board decide whether the Headteacher should receive a pay progression and allows them to identify and support professional development needs of the headteacher.

This training session will inform attendees on how to effectively manage headteacher performance, including how to comprise an effective appraisal policy which sets out the framework for the assessment of the headteachers performance.

The session will also advise attendees on how to setup an appraisal panel and the stages of the process, including how to monitor performance, set objectives and evaluate evidence.

# EARLY YEARS & FOUNDATION STAGE

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**Monday 9th December 2024 - 18:00 - 19:30**

Ofsted inspectors will consider the intent, implementation and impact of your schools curriculum, including the extent to which your staff plan, design and implement it. Find out how to monitor the EYFS and what questions you can ask, so you can confidently hold your school leaders to account and fulfil statutory duties in relation to early years education.

This course will explore:

- Role of the link governor
- Ways to monitor the EYFS
- Questions to ask your subject lead
- Ofsted and the EYFS

# MANAGING EXCLUSIONS

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**Tuesday 10th December 2024 - 18:00 - 19:30**

**Monday 17th March 2025 - 18:00 - 19:30**

An exclusion is simply an period of time during which a pupil is not permitted to attend classes or be on school ground. When a pupil is excluded, the governing board has a duty to consider parents representations about the exclusion. Depending on the circumstances of the excusion, governors may need to meet to decide whether to uphold the headteachers decisions to exclude, or to reinstate the pupil.

This course will explore:

- Types of exclusions process
- Governors role in exclusions process
- Statutory timescales
- Exclusions panel members and procedures
- Appeals process - types of appeals



# SUPPORTING REFUGEE PUPILS TO ACCESS EDUCATION

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***Tuesday 21st January 2025 - 18:00 - 19:30***

Local authorities (LAs) have a duty to provide suitable full-time education for all children of school age who are living in their area, including asylum seekers and children seeking temporary refuge.

This course will explore:

- Admissions & funding
- How to create a welcoming environment
- Wellbeing
- Language and communication
- Communicating with families

## EFFECTIVE MEETINGS

**TRAINER: COLIN STEWART**

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***Wednesday 20th November 2024 - 18:00 - 19:30***

***Tuesday 14th January 2025 - 18:00 - 19:30***

An effective meeting requires a process. This course explores the process to follow before the meeting, during the meeting and after the meeting. Delivered with a mix of teaching and discussion, we focus on three key areas - planning, chairing and evaluating.

By the end of this course, participants will develop their understanding of:

- How to set the purpose of the meeting
- Planning the meeting
- Encouraging participation
- Keeping focused
- Closing meetings
- Evaluating the meetings effectiveness
- Documenting the meeting
- Taking agreed-upon actions

# GDPR FOR GOVERNORS

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*Monday 4th November 2024 - 18:00 - 19:30*

*Tuesday 18th March 2025 - 18:00 - 19:30*

Every school uses a vast amount of personal information about pupils, parents and staff in order to function. Data Protection legislation offers us a framework with which to protect this information, and more importantly the individuals whose information it is.

This course will provide Governors with the building blocks of data protection and its practical application to everyday school business and an awareness of what schools must do to remain compliant. By the end of the course, participants will gain an understanding of the practical application of data protection legislation.

- Content legislation
- Requests for information
- Individual rights
- Data breaches
- Cyber security measures
- Staff training

# DEALING WITH PARENTAL COMPLAINTS

TRAINER: DAVID LOW

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*Tuesday 15th October 2024 - 18:00 - 19:30*

*Monday 3rd March 2025 - 18:00 - 19:30*

*Monday 16th June 2025 - 18:00 - 19:30*

This course will focus on parental complaints against governors, staff and headteachers and what governors need to know about the process so that they can resolve the complaint in line with the DfE model complaints policy and guidance.

The themes covered will include:

- What is a concern/what is a complaint?
- What governors must do when they receive a complaint?
- How to respond to the parent and how to follow up any actions with the school as a result.
- What processes/policies a school should have in place
- Key prompts and key indicators that Governors need to be aware of when dealing with complaints
- When to adopt DfE guidance
- Examples of effective complaints procedures to inform governors of the processes to follow
- What to do if the complainant isn't satisfied at each stage
- The importance of concerns and complaints in informing school development outcomes

As a result of attending this training session, delegates should:

- recognise the difference between a concern and a complaint.
- be familiar with the model policy guidance regarding informal and formal complaints.
- recognise the scope of the complaints policy and which aspects will be dealt with through other policies.
- be able to effectively manage parental complaints against governors

# SAFER RECRUITMENT IN SCHOOLS

TRAINER: SAMIRA JAHANGIR & TERRI GEORGE

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*Thursday 17th October 2024 - 10:00 - 13:00*

*Monday 16th December 2024 - 10:00 - 13:00*

*Monday 10th February 2025 - 10:00 - 13:00*

*Thursday 24th April 2025 - 10:00 - 13:00*

*Thursday 26th June 2025 - 10:00 - 13:00*

Our half day accredited workshop covers safer recruitment and the wider context of safeguarding. Recent legislation dictates that staff interview or selection panels have at least one member of the panel trained in safer recruitment. The expectation is that at least the Headteacher and one Governor from every school have completed this training. Ofsted inspection judgements include a statement on whether schools comply with this and other safeguarding requirements.

During this workshop participants will consider the issues through presentations, case study examples and group discussions. Participants will also receive a certificate of attendance and workshop completion. This workshop is accredited by the Safer Recruitment Consortium and is open to school staff and governors.

## SUPPORT WELLBEING & MENTAL HEALTH

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*Wednesday 25th September 2024 - 18:00 - 19:00*

*Monday 10th March 2025 - 19:00 - 20:00*

This course aims to give you an overview of best practice, and ideas on how governors can support students and teachers. We will look at what questions you can ask to help promote well-being and understand and manage stress. We can give you the tools to help teachers and children maintain good mental well-being.



# SEND FOR GOVERNORS

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***Tuesday 24th September 2024 - 18:00 - 19:30***

***Monday 20th January 2025 - 18:00 - 19:30***

***Thursday 8th May 2025 - 18:00 - 19:30***

In coming to a judgement about the overall effectiveness of a school, inspectors are looking for evidence of achievement for all pupils. The role of the SEND governor is to hold school leaders to account for the provision and outcomes for SEND pupils. You will want the school to be able to demonstrate that, from their starting points, pupils with SEND achieve as well as they can. These sessions will help governors understand how to monitor and evaluate the effectiveness of provision for SEND. This course will ensure that you understand the school's statutory responsibilities and are well prepared for an inspection.

## **The sessions will look at:**

- The definition of special educational needs and disabilities (SEND)
- Relevant policy and publications-SEND legal framework.
- The role and responsibilities of the link governor.
- Inclusion and Inclusivity
- High Quality First Teaching
- Legal obligations
- SEND funding
- Working with parents
- Responsibility of schools to meet the needs of all pupils, including those with SEND
- Admissions
- EHC process

# INCLUSION, DIVERSITY AND UNCONSCIOUS BIAS

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*Monday 25th November 2024 - 18:00 - 19:30*

*Wednesday 19th March 2025 - 18:00 - 19:30*

Governing boards have a significant role in encouraging diversity and ensuring equality across schools and trusts.

This course will cover:

- The Equality Act 2010, looking at the possibilities of what can be done in schools and trusts via a compliance-led approach to protected characteristics and the different types of discrimination including direct, indirect, harassment, victimisation and unconscious bias.
- Brief overview of the Race and Equality Awareness (REA) scheme which is a Redbridge borough wide scheme to support our schools in their anti-racist practice.
- Case studies and examples of good practice highlighting schools who are committed to equality & diversity.
- Social Graces – understanding of our own biases, prejudices and privileges This course will be run on two separate occasions.



# SUPPORTING LOOKED AFTER CHILDREN IN EDUCATION

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*Monday 18th November 2024 - 18:00 - 19:30*

*Tuesday 22nd April 2025 - 18:00 - 19:30*

A top priority for governors is ensuring the educational welfare of pupils and giving every child the best start possible. Included in this is the role the Governing Body plays in regards to looked after children.

This course will help you to:

- Understand who is a looked after child
- Understand your boards roles and responsibilities regarding looked after children and assess how effectively your governing board carries out its' responsibilities.

Upon completion of this engaging course, you will have a clear understanding of the term looked after children as well as your boards roles and responsibilities.



# EFFECTIVE USE OF PUPIL PREMIUM

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*Wednesday 15th January 2025 - 18:00 - 19:30*

*Tuesday 17th June 2025 - 18:00 - 19:30*

The pupil premium grant is additional funding given to schools to narrow attainment gaps between disadvantaged pupils and other pupils.

Governing boards are ultimately accountable for how the pupil premium is spent and carry the responsibility for demonstrating maximum impact on eligible pupils. This course will support governors and trustees fulfil their strategic role in the effective management of Pupil Premium.

The course will explore:

- The aims of the Pupil Premium initiative
- The importance of governors and trustee's strategic role in facilitating schools attempts to raise attainment.
- The importance of gathering and analysing quality data on the school's performance in raising attainment.



# MANAGING GRIEVANCE PROCEDURES

TRAINER: SAMIRA JAHANGIR

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*Monday 11th November 2024 - 10:00 - 11:30*

*Thursday 20th March 2025 - 10:00 - 11:30*

- Understand what a grievance is and the purpose of conducting grievance hearings
- Become familiar with ACAS Disciplinary and Grievance Code of Practice
- Understand the problems which may be resolved with the use of mediation
- Recognising the importance of note-taking and record keeping
- Understand how to hold an informal and formal grievance hearing
- Understand the appeals process





# PUPIL WELFARE AND MANAGING ATTENDANCE

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*Wednesday 11th December 2024 - 18:00 - 19:30*

*Monday 24th March 2025 - 18:00 - 19:30*

Learning how to improve school attendance is absolutely essential for governors. Whether you're experiencing a school attendance problem or are looking to avoid one, this course covers everything you need to know.

This course provides a comprehensive guide to improving school attendance, including the factors that affect attendance and how to improve it through a variety of strategies. From how to work with parents and families, to motivating and encouraging students and intervening, when necessary, it covers everything you need to know regarding every aspect of improving school attendance.

Themes explored:

- Principles of an effective whole school attendance strategy
- Types of absence
- CME
- Questions to ask your SLT
- Intervening
- Benchmarking against national statistics
- Legislation
- Ofsted criteria

# VISION MISSION & STRATEGY

TRAINER: COLIN STEWART

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*Monday 19th May 2025 18:00 – 19:30*

Governing boards are the key strategic decision-making body 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. Best practice would be to articulate this into a strategic written statement.

This course will support governors in their role around the board's key functions of:

- Setting values / ethos
- Setting vision / mission statement
- Strategic planning
- Setting targets / key performance indicators and monitoring progress

# MANAGING DISCIPLINARY PROCEDURES

TRAINER: SAMIRA JAHANGIR

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*Thursday 5th December 2024 - 10:00 - 11:30*

*Thursday 13th February 2025 - 10:00 - 11:30*

This workshop will help you to:

- Know the importance of undertaking a fair and compliant disciplinary procedure
- Understand what should happen prior to invoking the formal disciplinary procedure
- Understand the risks and issues associated with formal disciplinary procedures
- Know how to conduct the disciplinary hearing
- Understand what actions might frustrate the disciplinary process and how to respond to them
- Be able to make fair decisions when deciding what the outcome to a formal disciplinary hearing should be and the range of options available
- Understand the appeals process

# IMPLEMENTING SUCCESSION PLANNING & TALENT MANAGEMENT

TRAINER: COLIN STEWART

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*Wednesday 29th January 2025 - 18:00 - 19:30*

This workshop has been designed to help you learn how to plan and prepare for the future success of your school by developing the right people for the right positions. It is suitable for managers at all levels and will help delegates to:

- Demonstrate an understanding of the value of succession planning for successful organisations.
- Look at some of the deeper issues regarding how to coach and mentor staff effectively for future success
- Demonstrate expertise with the key elements of a succession plan.
- Create and discuss aspects of a succession plan.
- Discuss the elements of a succession plan in terms of roles, responsibility, function, scope, and valuation.
- Start to identify those individuals who have the potential to move through the school and succession plan accordingly.



# DECIPHERING AND UNDERSTANDING SCHOOL ASSESSMENT DATA

TRAINER: TERRY JAMES

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*Tuesday 26th November 2024 - 18:00-19:30*

*(Primary Schools Only)*

*Tuesday 17th December 2024 - 18:00-19:30*

*(Secondary Schools Only)*

Understanding and interpreting assessment data is critical to governors' ability to hold their school to account and to plan for school improvement. This course examines why assessment data is such a key piece of evidence for governors in their strategic and accountability roles and where it fits in with other evidence. Data analysis of your pupils' performance is a key part of understanding attainment and improving pupil outcomes.

By the end of the session your board will have a clear understanding of the key vocabulary and key sources of data relevant for your school, what these reveal about key standards, areas of weakness and strength, and how to use them moving forward to set and monitor strategic priorities. This course will be run on two separate occasions (one for Primary, one for Secondary)

# CLERKING DISCIPLINARY PANELS CLERKING EXCLUSION PANELS

TRAINER: TERRI GEORGE

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*Disciplinary panels:*

*Thursday 24th October 2024 18:00 – 20:00*

*Monday 3rd February 2025 18:00 – 20:00*

*Exclusion panels:*

*Tuesday 5th November 2024 18:00 – 20:00*

*Tuesday 25th March 2025 - 18:00 – 20:00*

These courses will provide school staff and your clerk with the knowledge and skills to ensure that panels are arranged and managed professionally and in adherence to relevant legislation and policy. They will cover actions prior to a panel, during a panel and following a panel.







# GOVERNORS SUPPORT SERVICES CHARGING SCHEDULE 2024-2025

## SUPPORT PACKAGE INFORMATION

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### **Bronze package**

Access to training package only, additional advice & guidance to be charged at hourly rate.

### **Silver package**

Full access to training package and telephone/in person help, advice and support for other governance matters.

### **Gold package**

Full access to training & support package, telephone/in person help, advice and support for other governance matters and membership of Governor Hub.

### **Platinum package**

Full access to all training & support package, telephone / in person help, advice and support for other governance matters combined with membership of Governor Hub and Knowledge.



# GOVERNORS SUPPORT SERVICES CHARGING SCHEDULE 2024-2025

## FULL TRAINING & SUPPORT PACKAGES

Package	Pupils on roll	Annual Charge
<b>Bronze</b>	Up to 500	£900
	501 - 1000	£1050
	1001+	£1200
<b>Silver</b>	Up to 500	£1200
	501 - 1000	£1400
	1001+	£1650
<b>Gold</b>	Up to 500	£1350
	501 - 1000	£1600
	1001+	£1950
<b>Platinum</b>	Up to 500	£1750
	501 - 1000	£1950
	1001+	£2150

\*\*\*Please note that there is no charge for the termly Chair/Vice Chair briefings or the Clerk's briefings.

# GOVERNORS SUPPORT SERVICES CHARGING SCHEDULE 2024-2025

## GOVERNOR HUB AND CLERKING SERVICES

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### **Governor Hub**

£150 + VAT per school per academic year.

### **Governor Hub & Knowledge**

Ranges from £375 - £510 + VAT per academic year dependent on number of pupils on role.

### **Governance Reviews**

Full review including Skills Audit and paperwork audit (1 day onsite plus verbal feedback and full written report) £750

### **Adhoc Governance support & guidance**

- Telephone advice - £50 per hour to non-subscribers
- Face to face - £65 per hour to non-subscribers

Support & guidance is provided free of charge as part of Silver, Gold & Platinum packages.

### **Preparing Governors for Ofsted**

½ day face to face training programme - £50 per governor subject to a minimum charge of £500

### **Clerking Service**

**Full Clerking Service** - including preparation of agendas, collating and distribution of papers, attending meeting, taking minutes, typing up and sharing of minutes. For your schools individual and competitive quote please contact Governor Support to discuss your requirements.

\*\*Discount of 10% on Clerking service to schools that subscribe to silver package and above or schools who already subscribe to our HR service.

### **Adhoc**

£500 per meeting - fully serviced

£300 per meeting - minute taking only (for 2 hours)

Additional hours charged at £75

Please contact [governorssupport@redbridge.gov.uk](mailto:governorssupport@redbridge.gov.uk) to sign up to our clerking, training or support package or if you have any questions.

## HOW DOES OUR SCHOOL SUBSCRIBE TO BENEFIT FROM THE FREE CORE TRAINING COURSES?

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Please email [governorssupport@redbridge.gov.uk](mailto:governorssupport@redbridge.gov.uk) and you will be sent an SLA to read and sign. Your governing board will then be able to take full advantage of all we offer.

## HOW DO I BOOK ONTO COURSE IF OUR SCHOOL HAS SUBSCRIBED?

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Please email [governorssupport@redbridge.gov.uk](mailto:governorssupport@redbridge.gov.uk) and we will book you a place. For online courses the links to join will be sent out 24 hours before the scheduled training date.

## CAN I ATTEND A TRAINING COURSE IF WE DO NOT SUBSCRIBE?

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Yes, you can, all training is available to all governors, those in Redbridge and governors from other boroughs. There is a charge of £50 per governor per course (for Safer Recruitment the charge is £75 per person). Please contact [governorssupport@redbridge.gov.uk](mailto:governorssupport@redbridge.gov.uk) to book a place and receive joining details.

## WHAT IS YOUR CANCELLATION POLICY

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We understand you may need to cancel or rebook your place. We kindly request at least 48 hours' notice before the date of the event, otherwise the full charge will apply. However, cancellation fees can be waived in special circumstances.

## CAN I SUGGEST A COURSE NOT LISTED IN THIS BROCHURE?

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Yes of course! Please contact [governorssupport@redbridge.gov.uk](mailto:governorssupport@redbridge.gov.uk) as we are always looking for new and exciting courses. We rely on your feedback to keep our training brochure current and useful.

## WHAT IF A GOVERNOR FROM ANOTHER BOROUGH WANTS TO ATTEND A LONDON BOROUGH OF REDBRIDGE COURSE?

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This is absolutely fine; all they need to do is request a training brochure from [governorssupport@redbridge.gov.uk](mailto:governorssupport@redbridge.gov.uk) and book on the courses using Eventbrite.

## HOW DO I GET IN TOUCH?

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For training or general queries, you can contact us via email [governorssupport@redbridge.gov.uk](mailto:governorssupport@redbridge.gov.uk) or by phone 0208 708 3336.



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