

Chairs of Governors, Clerks to the
Governors and Head Teachers at
Portsmouth Schools

05 February 2019

**Children, Families and
Education**
Director: Alison Jeffery

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Dear Colleague

Governor training programme - planning for 2019/20

Since 2016, information on training available from a range of providers is highlighted to schools and academies through the [Governance Directory](#). This was last circulated to Chairs of Governors via Head Teachers in March 2018. The Governance Directory includes training available directly from the Council.

I am writing to seek your views on whether the council should introduce a more co-ordinated offer of the training it offers for Portsmouth governors (including trustees and those working on local advisory boards in multi-academy trusts) for the 2019/20 school year.

There are currently over 20 different courses for governors much of which is offered on an "on request" basis. A small number of schools have taken up the option of whole governing body training on a particular issue, but attendance at centrally organised courses has generally been low.

I am keen to understand the reasons for the low take up - how far it relates to schools making alternative arrangements, and the general pressures on governors' time, or whether low take up is in part because governors have been unaware of what is on offer - and whether, with some small changes, we can create a governor training offer that better meets the needs of Portsmouth schools.

A key feature of a more co-ordinated programme would be to settle on a regular day, time and venue for governor training, with a starting suggestion that we offer this from 4.30 - 6.00 on a Wednesday at the Civic Offices. We would look to offer 12-20 different sessions over the course of the 2019/20 year, including an induction session plus training relating to standards, inclusion, safe-guarding, and finance. Some sessions would be specifically targeted at governors from primary or secondary schools, whilst others would be for governors across phases.

We would encourage schools to buy in to a package of training places. These places could be drawn down flexibly, for example, for multiple attendees to attend the same course or for different attendees to attend different training over the course of the year. It would also be possible to purchase a place on a course on a one-off basis.

The proposed charging structure would be:

- £65 per place to attend one training session (Hampshire charge £82 per session).
- £50 per place for schools buying between 5 and 9 places on governor training across the year.
- £40 per place for schools buying 10 or more places across the year.

The purchase and booking of governor training would be through the [Portsmouth Traded Services website](#), with information including details of forthcoming courses available on the public pages so that this would be visible to all governors. We would also retain the option for schools to purchase a one off training session for their whole governing body.

In order to determine whether this idea would be valued by schools, and to influence thinking about the programme, it would be helpful if chairs of governors and those working closely with governing bodies e.g. head teachers and clerks to the governors, could provide feedback by completing the attached survey, which can either be filled in on-line using survey monkey, <https://www.surveymonkey.co.uk/r/NMSXKWQ>, or completed on the attached word version and sent back to me at schoolgovernor@portsmouthcc.gov.uk or by post to the Civic Offices.

If there is sufficient demand, a co-ordinated offer the new governor training offer, including the schedule for courses during 2019/20, will be published on the traded services website by the start of the Summer Term. If there is limited demand for governor training then we will continue to offer training on an "on request" basis, as we have done this year.

Yours sincerely

(signed)

Alison Critchley
Education Business and Partnerships Manager

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Governor training programme 2019/20 - Questionnaire

1. School: _____

2. Your role:

Chair of Governors

Head Teacher/Principal

Clerk to the Governors

Other _____

3. Over the last year which is the main organisation that has provided face to face training for governors at your school?

Portsmouth City Council

Hampshire Governor Services

The National Governance Association

Solent Governance

Your multi-academy trust

A national leader of governance (NLG) or other independent consultant

Other _____

4. How likely is it that one or more of your governors would want to attend a Portsmouth City Council training session in the following areas during the 2019/20 school year?

Theme	Topic	Very likely	Quite likely	Unlikely
General	Induction for new governors			
	Careers strategy - what governors need to know			
Standards	Understanding school performance data - primary			
	Understanding school performance data - secondary			
	Raising the attainment of BME and EAL pupils			
	Promoting literacy in primary schools			
	Promoting numeracy in primary schools			
Inclusion	Inclusion and exclusions			
	SEN Governor training			
	Equalities and access			
	Wellbeing and Anti-bullying for governors			
	Governor responsibilities in relation to looked after children			
Safe-guarding	Safeguarding			
	Safer recruitment			
	The Prevent Duty			
Finance	New financial standard for schools			
	School financial management for governors			

5. Are there any additional topics that you would like to see in a governor training programme?

6. What do you think of the proposal to fix a day, time and venue for training for governors?

Agree

Disagree

Other/comment

7. What is the best time of day to offer training for governors?

Breakfast e.g. 08.00 - 09.30

Morning e.g. 10.00 - 11.30

Afternoon e.g. 14.00 - 15.30

Early Evening e.g. 16.30 - 18.00

Later Evening e.g. 18.30 - 20.00

Comments:

8. On the basis of the information provided so far, what do you think would be your school's most likely level of buy-in to Portsmouth governor training?

Will not buy any training - I get what I need elsewhere

Likely to buy places on one or two courses @£65 a place, but not a package

Likely to buy between 5-9 places @£50 a place

Likely to buy 10+ places @£40 a place

Other/comment

9. Any other comments: