Judicium Clerking Programme

Manage your e-learning

This document is your learning record. Check off the modules as you complete them.

Level 1

The level one courses introduce the basics of governance and effective clerking.

	Complete
1. Introduction to clerking programme	☐
2. What does the governance professional do?	☐
3. How governance works	☐
4. How to: clerk in different types of school organisation	☐
5. How to: find and use key sources for governance	☐
6. How to: arrange meetings	☐
7. How to: minute a meeting effectively	☐
8. How to: manage information and documents	☐
9. How to: support the recruitment, appointment, election, and retirement of governors and trustees	☐

Level 2

The level two courses introduce more complex challenges and clerking for specialist panels.

	Complete
1. Panel work: An introduction	☐
2. How to: run an effective admissions appeal panel	☐
3. How to: run an effective HR review panel	☐
4. How to: run an effective complaints review panel	☐
5. How to: review suspensions and exclusions	☐
6. Clerking in new contexts: academy trust boards	☐
7. Clerking in new contexts: LA maintained school governing board	☐
8. Clerking in new contexts: MAT local tier	☐
9. Clerking in new contexts: independent school governing board	☐

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Level 3

The level three courses delve deeper into the complexities of governance and how to get the best out of your boards.

Essential modules

	Complete
1. Advanced practice programme for governance professionals	☐
2. An introduction to local governance	☐
3. An introduction to compliance	☐
4. An introduction to the English education system	☐
5. An introduction to the strategic role of governance	☐
6. The recipe for effective governance	☐
7. Understanding the expectations of governance in your setting	☐
8. Cyber security and governance	☐
9. Effective financial governance in schools and trusts	☐
10. Effective MAT Governance	☐
11. Essential safeguarding for governors and trustees	☐
12. Handling complaints in schools and trusts	☐
13. How to: become a trusted advisor	☐
14. How to: clerk courageously	☐
15. Ofsted and the Education Inspection Framework 2025	☐

Optional modules

	Complete
1. How to complete monitoring visits	☐
2. Creating a new vision for your school or trust	☐
3. Equality, diversity and inclusion programme	☐
4. Executive leader performance management	☐
5. Holding to account: How to conduct a courageous conversation	☐
6. Holding to account: How to question and challenge	☐
7. How to: support the development of the board	☐
8. Interactive NGA Skills Audit	☐

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9. Managing staff workload and wellbeing: the governance role	☐
10. Recruiting a senior executive leader	☐
11. Succession Planning	☐

Level 4

The level four course examines the complexities of governance in MATs.	Complete
1. Supporting MATs	☐

Other modules available

Other optional modules available to you as part of your Judicium learning.	Complete
1. Arts, culture and creativity: improving your school or trust and its curriculum	☐
2. Minimising exclusions	☐
3. A whole-school approach to food	☐
4. Safer recruitment	☐
5. Monitoring performance data and targets	☐
6. Environmental sustainability: the governance role	☐
7. Taking the Chair	☐
8. Stakeholder engagement: the governance role	☐
9. Governance monitoring: a tool to help drive improvement	☐
10. The governance of SEND	☐
11. Using Integrated Curriculum and Financial Planning (ICFP)	☐
12. Ethical Leadership: a planning tool	☐