NGA Learning Link

E-LEARNING ANYTIME, ANYWHERE

Fast-track your governance skills and knowledge

www.nga.org.uk/learninglink

Welcome to Learning Link, NGA's e-learning platform designed to support school governors, trustees, and governance professionals.

Learning Link membership gives access to expert-led training to develop your governance skills at your own pace.

Learning Link is unique

- Content is written **specifically for governors, trustees, and governance professionals**, ensuring that guidance is relevent.
- Modules are **responsive to emerging practice** and policy, regularly updated and fully aligned to NGA's advocacy work.
- **Access content as and when needed** – no panicked searches for Safer Recruitment training before an unexpected panel!
- **Practical templates and planning tools** to take away and aid in implementing what you have learned.
- Draws on **expertise from our internal subject matter experts and external partners**, ensuring a governance focus.

Our partners include:

Department for Education

Supported using public funding by ARTS COUNCIL ENGLAND

ASCL Association of School and College Leaders

JUDICIUM EDUCATION

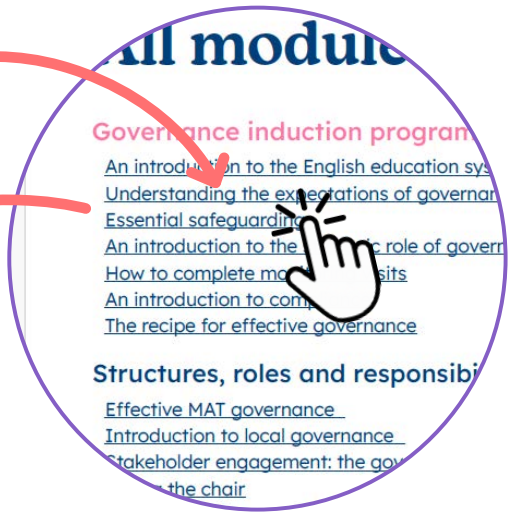
AGBIS LEADERS IN GOVERNANCE

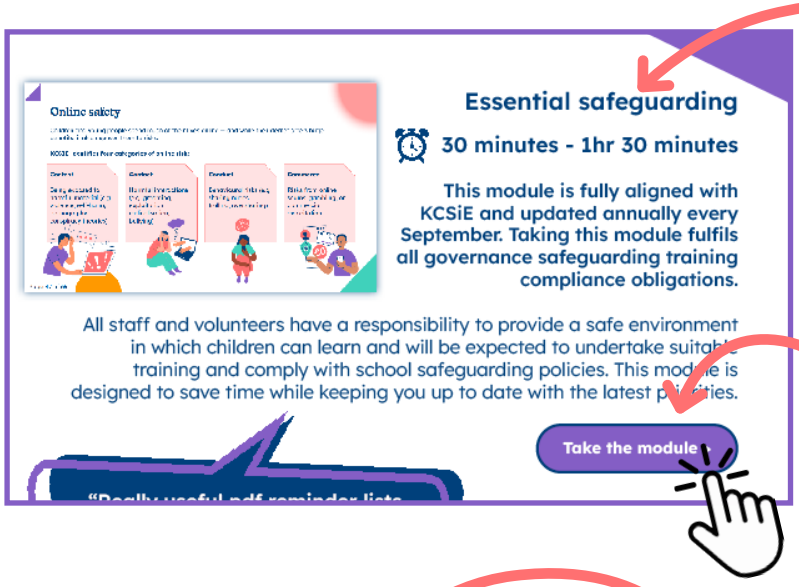
How to use this brochure

This brochure is designed to make it as easy as possible to browse and access our e-learning. It is organised into our 9 categories, as follows:

- Induction
- Good governance
- Finance
- Structures, roles and responsibilites
- Pupil success and wellbeing
- Compliance
- Vision, ethos and strategic direction
- Staffing
- Clerking

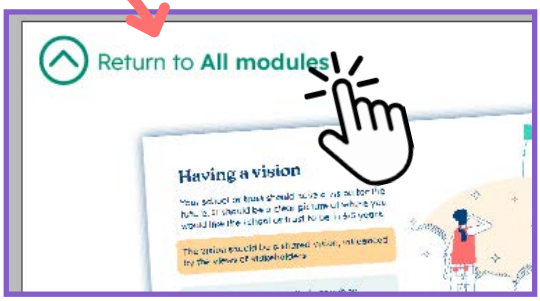
On the following two pages is the full list of modules. **Click any title** to be taken to a detailed summary.





From there, clicking **Take the module** will open your browser and take you to the e-learning web page.

Click **Return to All modules** at the top of each page to go back to the full list.



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*These modules are also suitable for governors and trustees who may need to sit on a panel

We can support if you are...

New to governance

Education and governance are complex and can be overwhelming.Our induction suite enables those new to governance to be effective in their role as soon as they are able to begin the modules, sitting effectively alongside local context induction and training.

Pressed for time

The most common feedback we get is that learners appreciate being able to choose when and for how long then engage in learning, dipping in and out as needed.

Preparing for external scrutiny

Our e-learning ensures your board is confident and well-prepared for situations such as Ofsted.

In challenging circumstances

Governors often need to step up and make complex decisions, such as whether to uphold an exclusion or dismiss a member of staff. Our e-learning gives critical preparation and practical tools for such circumstances.

Our e-learning ensures your board is confident and well-prepared in its responsibilities

98% would recommend our modules to other governors or trustees

97% believe completing our modules improves their governance practice

97% say the learning has increased their governance knowledge

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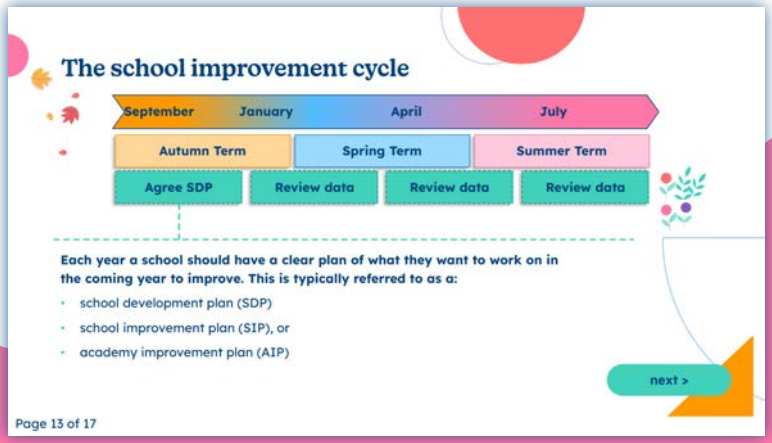
All modules

Governance induction programme

This suite of e-learning modules will give you a clear and confident understanding of what governance is, why it matters, and how to do it well - whether you're joining a maintained school or a multi academy trust. This programme is the perfect companion to the induction you'll receive from your own school, trust and/or local authority. Together they'll help you step into your new role with clarity and confidence.

"A complex structure of types of school which was covered in an easy to follow manner."



An introduction to the English education system

30 minutes

This module is ideal if you're new to education or just want a clear concise overview. It breaks down the structure of the school system, what schools must provide, and where governance fits within it.

Take the module >

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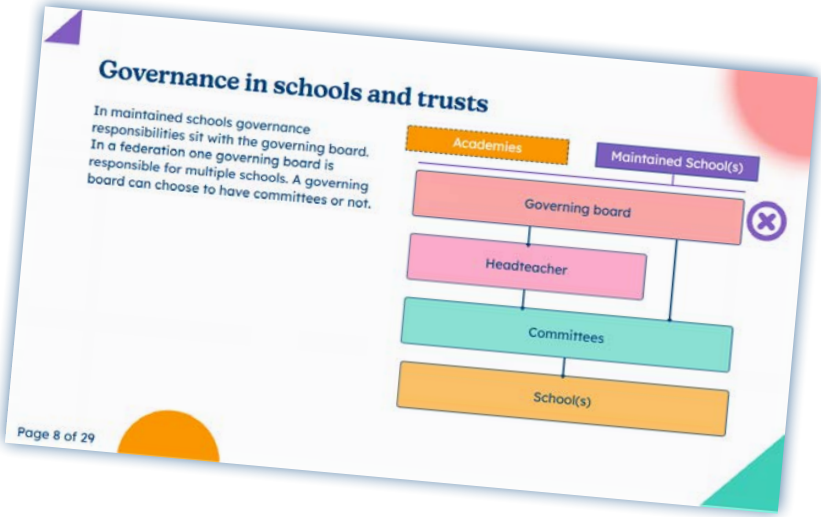
Understanding the expectations of governance in your setting



1 hour

This module explores the core purpose of governance and covers: what the expectations are of governors and trustees; the different types of schools and boards; and how delegation works. This module is essential for those who are familiar with the education system, but new to the role governance plays within it.

Take the module >

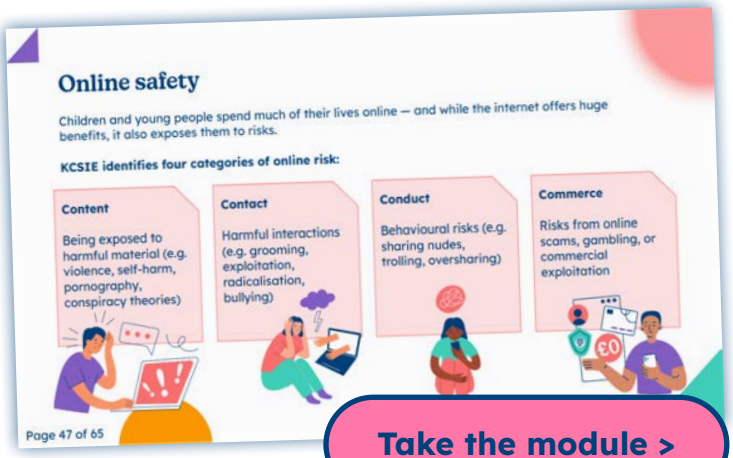
> "It was great to have the knowledge check validate followed by specific updates. This made good use of my time, and an effective training course by promoting the incremental details which can get lost in annual courses."

Essential safeguarding

30 minutes - 1hr 30 minutes

This module is fully aligned with KCSiE and updated annually every September. Taking this module fulfils all governance safeguarding training compliance obligations.

All staff and volunteers have a responsibility to provide a safe environment in which children can learn and will be expected to undertake suitable training and comply with school safeguarding policies. This module is designed to save time while keeping you up to date with the latest priorities.



Take the module >

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"It helped clarify some processes that I was hazy about and the questions asked throughout the module helped in this overall learning experience."

An introduction to the strategic role of governance

1 hour

Governance is all about staying focused on the big picture. This module explains how boards set the vision, stay on-track, and make sure strategic leadership drives improvement. Whether you're brand new or need a refresher, this module will help you understand what strategic governance really looks like in action.

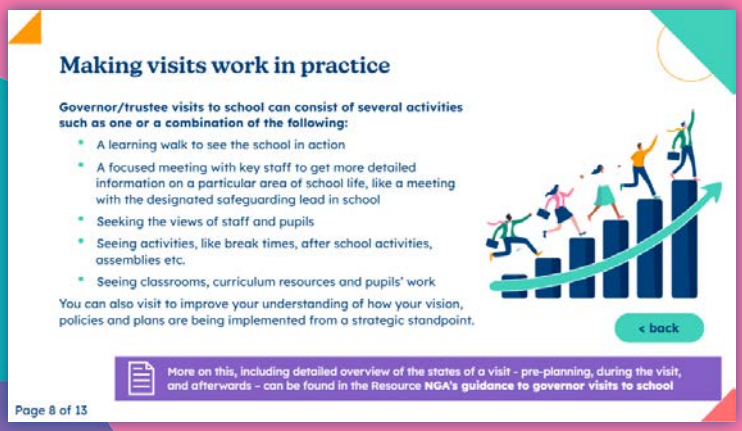
Take the module >

How to complete monitoring visits

30 minutes

Monitoring visits are a vital part of overseeing school performance. This short module shows you how to approach visits in a strategic way, from planning and enacting them to linking them to improvement plans and reflecting on what you've seen. Great for those preparing for their first visit or looking to sharpen their focus.

Take the module >



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Sharing compliance responsibilities

< back

In reality compliance will often mean operating in accordance with statutory policies, so monitoring compliance can be conducted by governors and trustees without being experts. Those governing are collectively responsible for decisions and actions, so for example, although there should be a safeguarding link governor/trustee focusing on compliance with safeguarding regulations, the whole board should be assuring themselves of compliance through their collective actions not just assuming the safeguarding governor/trustee 'has it covered'. This means holding each other to account to ensure all compliance duties are effectively discharged. In the case of a MAT, this means that the trust board need to assure itself that any compliance duties delegated to, for example a local board, are discharged successfully.

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An introduction to compliance

30 minutes

What are your legal duties as a governor or trustee? This module introduces the key areas of compliance, why they matter, how boards can meet their responsibilities effectively through monitoring - and what happens if you don't. It offers practical guidance to help you stay on top of the essentials and avoid pitfalls.

Take the module >

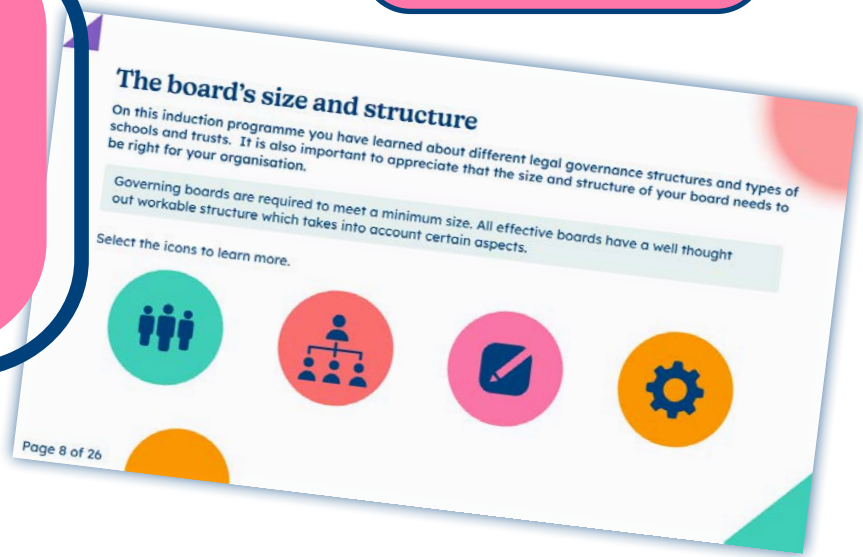
The recipe for effective governance

45 minutes

What makes a great board? This final module pulls everything together, looking at how boards work as a team, the roles of the chair and governance professional, and how to hold leaders to account. It's a great way to round off your induction and step into governance with purpose and confidence.

Take the module >

"Completing this module has given me the confidence to attend meetings with an open mind, enabling me to understand better the function of the governance board."


The board's size and structure

On this induction programme you have learned about different legal governance structures and types of schools and trusts. It is also important to appreciate that the size and structure of your board needs to be right for your organisation.

Governing boards are required to meet a minimum size. All effective boards have a well thought out workable structure which takes into account certain aspects.

Select the icons to learn more.

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Return to **All modules**

Structures, roles and responsibilites

These modules will help you to understand school and trust structures, and what is expected of you as a governor or trustee.

Effective MAT governance

1hr 15 minutes

If you are governing in a MAT this comprehensive module will build your understanding of the fundamental areas of effective governance, and provide you with accessible, engaging support to help you address the challenges faced and give you the opportunity to learn from the experiences of others.

Take the module >

Introduction to local governance

20 minutes

Governing at a local level within a multi-academy trust is a unique challenge that many people are still getting to grips with. This bitesize module will help you navigate the challenges of governing in a local setting, explaining how the local tier fits into a broader trust structure, the roles and responsibilities of governors on academy committees, and more essential tips and guidance.

Take the module >

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Stakeholder engagement: the governance role

Developing an approach for your school or trust

It's worth taking the time to see what approach would work for your school or trust. You can follow this approach for a single group of stakeholders, for a one-off decision or when considering all stakeholders. **Select the buttons to find out about each stage of the process.**

Evaluate	Are you engaging your stakeholders effectively?
Planning	Determining what decisions will be affected, who the participants are, establishing the background and setting on the right questions to ask.
Participation	Gathering of input and ideas, learning from each other and setting priorities.
Analysis	Consolidating all the input in order to establish a relevant course of action.
Sharing	Encapsulating and distributing results to relevant interested parties.

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15 minutes

NGA considers stakeholder engagement as a core governance function, but it can be difficult to find effective channels of communication between stakeholders and your the school or trust. This bitesize module focuses on exploring how boards can meaningfully involve the wider community in their school or trust.

Take the module >

Meet the consultants

Bridget has served on governing boards since 2004 across maintained schools, trusts, special schools, and faith settings, with many years as chair. She has also been appointed to interim boards, guiding them through periods of growth structural changes and mergers. She is a qualified management accountant and company director.

Michael has over 18 years' experience in governance, having chaired boards in both primary and secondary schools and worked across maintained schools, academies, and MATs. His roles have included local governance, trustee, and interim CEO, giving him insight into both strategic oversight and operational challenge.

ge 4 of 23

> "Plenty of ideas to think about, awareness of limitations of various strategies as well as importance of others."

Taking the chair

1hr 15 minutes

Chairing a school or academy trust can be an exciting and hugely rewarding challenge but it may feel a little overwhelming at first. This module is a collection of expert insights into chairing, designed to help both those who are new to the role as well as those with more experience looking to build their expertise. The module aims to help you understand your responsibilities and how to lead your board in the right way.

Take the module >

Getting it right as a staff governor

1 hour

This module is currently being updated and will be back online in Autumn 2026

Return to **All modules**

Vision, ethos and strategic direction

Covering risk management, evaluating effectiveness and your role in school improvement, these modules will help you shape your school or trust's strategic direction.

Creating a new vision for your school or trust

15 minutes

Does your school or trust have a suitable vision? Is it a vision that will allow your board and school leaders to set and implement a strategy to drive forward, working together for the benefit of all of your pupils and the school community? Using case studies and model approaches, this module will help you and your board answer these questions and, if necessary, develop a new vision suitable to create the right strategic direction for your school or trust.

Take the module >

"The module supported and extended my knowledge and provoked some thinking about organisations where I have worked."

Equality, diversity and inclusion programme

ASCL Association of School and College Leaders

1 hour

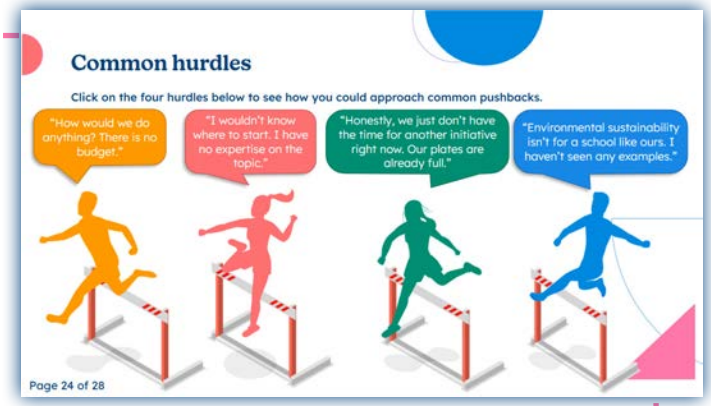
NGA and ASCL developed this programme focussed on creating an inclusive culture and going beyond compliance. It will give you practical tools to make sure every pupil, staff member, parent and wider stakeholders feels included, valued and represented.

Take the module >

Return to **All modules**

Good governance

These modules aim to help you improve the effectiveness of your governing board, including visiting your school or schools, Ofsted inspections and succession planning.



"Very clearly presented, logical and suitably illustrated through the audit questions. I now have a better understanding of what ethical leadership involves."

Environmental sustainability

30 minutes

This bitesize module will guide you through the background of environmental sustainability in schools, and why it matters. The module will also enable you to determine some practical next steps for your board, and will provide you with a helpful strategy document and some key questions to ask your board and leaders.

Take the module >

Ethical Leadership: a planning tool

45 minutes

Perfect for completing together as a board, or as chair alongside your senior executive leader, this module provides a brief introduction to the framework for ethical leadership in education. Containing over a hundred examples of effective actions our pathfinders have tried and tested in striving to make ethics a more explicit part of everyday life, this module will give you the tools you need to help model and support children and young people to become tomorrow's ethical citizens.

Take the module >

Return to **All modules**

Governance monitoring: a tool to help drive improvement

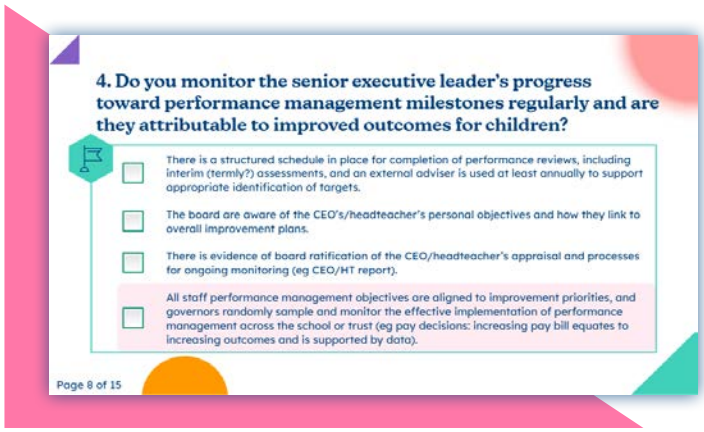
10 minutes

Any monitoring you undertake as a governor or trustee should be about seeking reassurance that operational activity is realising the vision set by those who govern, by checking that the ethos and culture of your school(s) is as intended, and that policies are being implemented effectively.

This module is a short audit tool to help you write an action plan to ensure that your monitoring is as effective as possible.

"The practical example from an experienced governor was very helpful at providing further context."

Take the module >


4. Do you monitor the senior executive leader's progress toward performance management milestones regularly and are they attributable to improved outcomes for children?

- There is a structured schedule in place for completion of performance reviews, including interim (termly?) assessments, and an external adviser is used at least annually to support appropriate identification of targets.
- The board are aware of the CEO's/headteacher's personal objectives and how they link to overall improvement plans.
- There is evidence of board ratification of the CEO/headteacher's appraisal and processes for ongoing monitoring (eg CEO/HT report).
- All staff performance management objectives are aligned to improvement priorities, and governors randomly sample and monitor the effective implementation of performance management across the school or trust (eg pay decisions: increasing pay bill equates to increasing outcomes and is supported by data).

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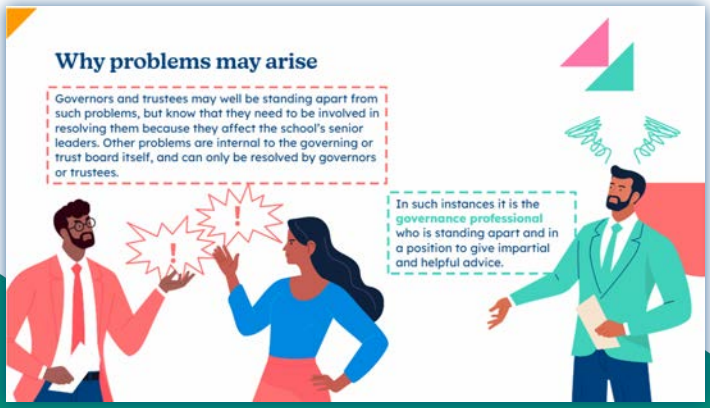


Handling difficult situations

55 minutes

When problems arise on a governing board it is important you are able to resolve them effectively and professionally. Upon completion of this module, you will know what kind of problems can surface on a governing board and the role people have in resolving difficulties and disputes. You will also understand what contribution you can make in supporting the board to tackle these problems.

Take the module >

"The variety of ways to develop knowledge was really useful, my interest in the session was kept alive by the continuation of learning opportunities during the course."

Holding to account: how to conduct a courageous conversation

15 minutes

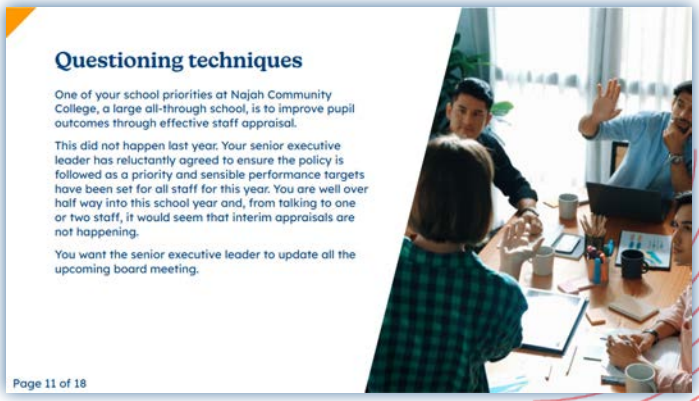
In your governance role, have you ever come across an issue or situation that you anticipate that the conversation that needs to take place might be difficult? By preparing and thinking through how the conversation may play out will give you the confidence to approach the issue in a measured and professional manner.

Take the module >

Holding to account: how to question and challenge

15 minutes

Supporting the senior executive leader and their team through robust accountability means asking challenging questions and having courageous conversations when necessary. Understanding what is expected and how to do it effectively is a critical part of the governance role.


Questioning techniques

One of your school priorities at Najah Community College, a large all-through school, is to improve pupil outcomes through effective staff appraisal.

This did not happen last year. Your senior executive leader has reluctantly agreed to ensure the policy is followed as a priority and sensible performance targets have been set for all staff for this year. You are well over half way into this school year and, from talking to one or two staff, it would seem that interim appraisals are not happening.

You want the senior executive leader to update all the upcoming board meeting.

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Take the module >

Interactive skills audit

1 hour

Designed to be completed together as a group, this module will prompt you to discuss and assess your board's overall competence across a range of areas, and help you to identify areas where, as a group and as individuals, further improvement is needed. Your results can be downloaded for future reference alongside some helpful links to additional resources.

Take the module >

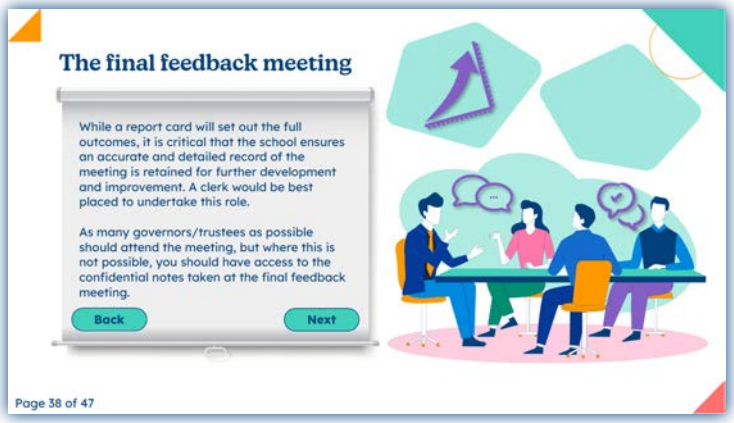
Return to **All modules**

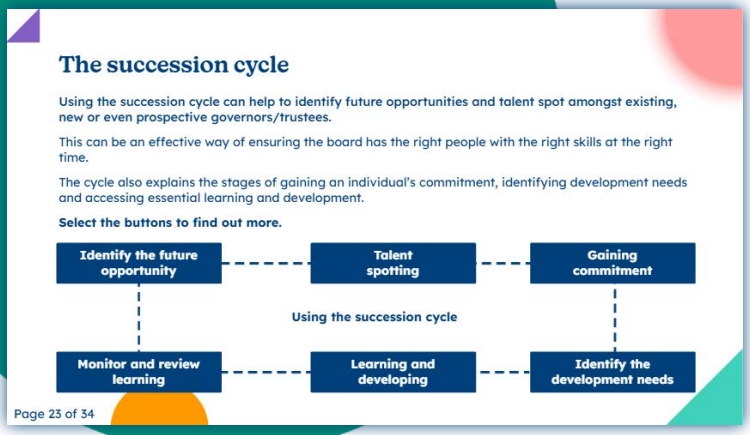
Ofsted and the Education Inspection Framework

1 hour

For those governing, Ofsted inspections can be an intimidating aspect of the role. This module aims to alleviate any concerns you may have ahead of an inspection by developing your understanding of the inspection framework, how Ofsted inspects schools and the role governing boards have in the process. It will also explore how you can best support your school before, during and after inspection.

Take the module >





Succession planning

40 minutes

This module will support you in creating an effective succession plan by spotting potential leaders currently on your board or designing a targeted recruitment process. It provides all the knowledge and understanding you will need to do so in an interactive space. Upon completion, you will be able to not only spot but also develop potential leaders and help them to understand and practice what it is they need to do.

Take the module >

Return to **All modules**

Pupil success and wellbeing

These modules focus on the core purpose of your schools or trust – the quality of education it should be providing to pupils.

Arts, culture and creativity: improving your school or trust and its curriculum

45 minutes

This module focuses on key areas where schools can use arts and cultural education to improve outcomes, providing useful tools to enable you to influence, develop and inform the role arts and culture play.

Take the module >

Supported using public funding by ARTS COUNCIL ENGLAND

Understanding Early Years' Education

15 minutes

This module will guide you through the strategic role of governing boards in early years education, aligned with the Early Years Foundation Stage (EYFS) statutory framework.

Take the module >

Minimising exclusions

15 minutes

With the number of exclusions rising, negative outcomes for young people are a reality. This interactive module takes you through an exclusion from all sides, and how governors and trustees can work with the school to minimise the number of exclusions.

Take the module >

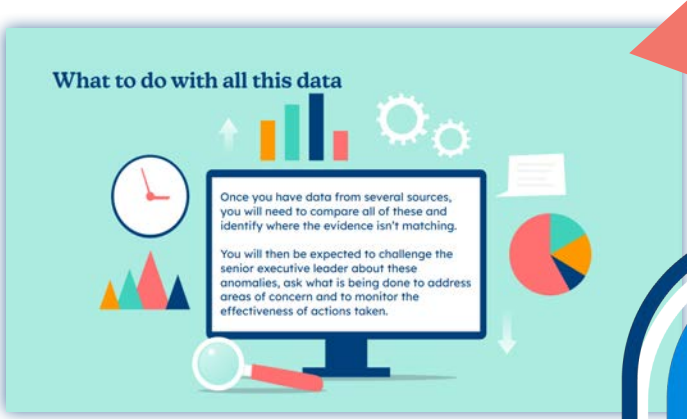
Return to **All modules**

Monitoring performance data and targets

50 minutes

To truly understand the effectiveness of their organisation governors and trustees must interrogate how well the organisation supports each and every pupil to reach their potential, as well as address areas where improvement is needed. This module has been designed to ensure you understand where and how to access various key sources of information to provide an accurate picture of your organisation.

Take the module >



"The information is clearly presented and concise. It points out issues of compliance for governors, teachers and SENCOs, as well as signposting key questions for governors."

The governance of SEND

30 minutes

Your board has a responsibility to deliver the best outcomes for pupils, including those with special education needs and disabilities (SEND). Through practical advice and regular knowledge checks, this module will serve as an effective introduction to SEND provision and why it is so important. The module also covers the relevant SEND regulations and laws, as well as advice for working with your SENCO and monitoring outcomes for pupils.

Take the module >

Return to **All modules**

Staffing

These modules cover the key stages in the lead executive recruitment process and the critical role the board has in holding executive leaders to account through effective headteacher appraisal.

Executive leader performance management

Take the module >

30 minutes

Governing boards conduct the performance management of the senior executive leader through a continuous cycle, including an annual appraisal where objectives are reviewed and set for the year ahead. Effective performance management processes ensure accountability while helping to support wellbeing and professional development.

Management of workload and wellbeing

15 minutes

Is your governing board ensuring that the workload expectations of the senior executive leader and their staff team are reasonable? Taking steps to protect the wellbeing of staff? In addition to meeting employer's legal obligations, effective management of workload and wellbeing is essential for maintaining good morale and productivity and critical to recruiting and retaining staff.

Take the module >

Recruiting a senior executive leader

1 hour

This module provides informed, practical guidance for all stages of recruiting a headteacher, CEO, or other senior executive leader. From defining and planning the process to a successful appointment, the module supports in a practical and helpful way including downloadable template documents and further guidance.

Take the module >

Return to **All modules**

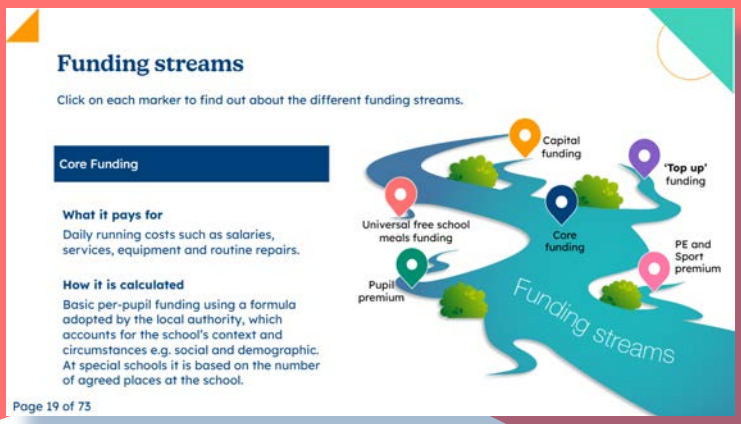
Finance

These modules will provide you with the tools and approaches for developing financial efficiency in your school or trust.

Effective financial governance in schools and trusts

1 hour

This module explores the frameworks, policies and procedures which regulate school resources and demonstrates what is expected of you and your governing board to ensure regularity, security and solvency and how to anticipate to avoid some typical pitfalls.



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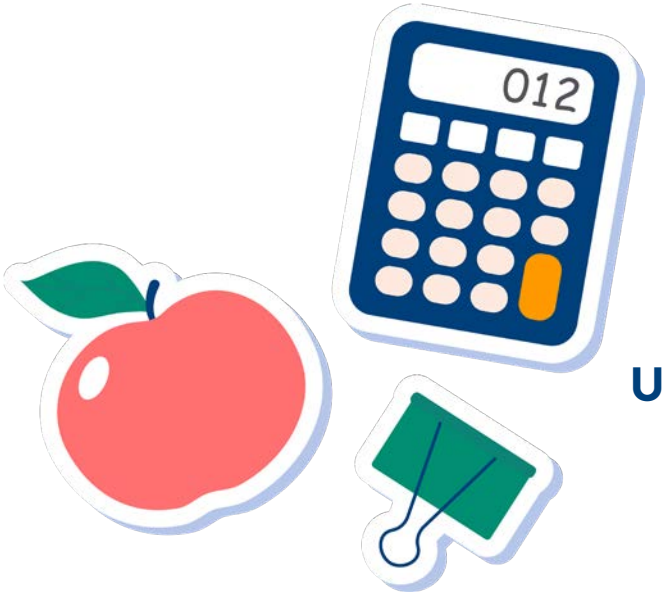


Pupil Premium

55 minutes

This module is currently being updated and will be back online in Autumn 2026

Using Integrated Curriculum and Financial Planning (ICFP)

15 minutes

Governing boards need to ensure that pupils can make the most of their time at school by optimising resources. This short module takes you through a key tool for this: integrated curriculum and financial planning (ICFP).

Take the module >

Return to **All modules**

Compliance

Covering key areas of compliance such as safeguarding, health and safety and admissions, these modules will make you aware of the most important points from legislation and guidance.

Department for Education

A whole-school approach to food

1 hr 20 minutes

Governing boards have a legal duty to make sure the School Food Standards are followed and play a key role in creating a positive whole school food culture, thus fulfilling the board's statutory duty to support the health and wellbeing of pupils. This module covers the essentials of the School Food Standards, their importance and what boards need to monitor to stay compliant and reduce barriers to learning.

Take the module >

This module was developed in partnership with the DfE.

Cyber security and governance

30 minutes

Secure Schools

In partnership with Secure Schools NGA have developed this module to help you to recognise the common cyber threats that schools face, understand the boards' responsibilities as dictated by the DfE and UK GDPR, and provide you with practical steps to take and questions to ask.

Take the module >

Return to **All modules**

Essential safeguarding

30 minutes - 1hr 30 minutes

This module is fully aligned with KCSiE and updated annually every September. Taking this module fulfils all governance safeguarding training compliance obligations.

All staff and volunteers have a responsibility to provide a safe environment in which children can learn and will be expected to undertake suitable training and comply with school safeguarding policies. This module is designed to save time while keeping you up to date with the latest priorities.

Take the module >

"Really useful pdf reminder lists. Appreciated the update pathway, which was excellent and really pleased to see the test to ensure knowledge first. Well done NGA. I will recommend this course widely in the LA."

Handling complaints in schools and trusts

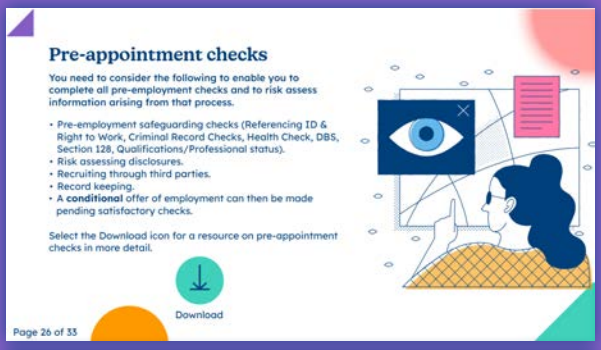
45 minutes

The complaints process is an internal conflict resolution mechanism designed to address stakeholder views and improve service for pupils and the community.

This module aims to explore comprehensive complaints management components to reduce and resolve complaints efficiently and effectively.

Take the module >

Return to **All modules**



Safer recruitment

1 hour

This module fulfils compliance requirements to enable you to sit on a recruitment panel.

Safer Recruitment is a statutory duty that is in place to ensure the welfare of the children. Its function is to ensure that anyone who works with children is not a risk, and that those who are barred from working with children are deterred from applying or rejected from the process.

Take the module >

The Prevent Duty in practice

45 minutes

As part of their safeguarding responsibilities, schools and trusts play an important role in protecting children from harm, including the risk of radicalisation. The Prevent duty forms an important part of this safeguarding role, which aims to support education settings identify concerns early and respond appropriately to pupils who may be vulnerable.

Take the module >

The governance of Healthy and Safety

45 minutes

Through engaging content and practical guidance, this module will help you develop a better understanding of the legal duties relating to health and safety in schools. You will explore the role of governing boards in managing health and safety effectively, as well as where to find further information and support to help you carry out your responsibilities with confidence.

Take the module >

Return to **All modules**

Clerking

Level 1: Introduction to Clerking

We offer a full suite of modules for the career journey of the governance professional, helping foster a better understanding of the role and how to carry it out effectively.

Welcome to the Introduction to clerking programme

10 minutes

This module provides a short introduction to the suite of e-learning modules that make up the introduction to clerking programme. New clerks should study the modules in the order they are listed.

It gives you the main aims of the programme, what will be covered, and how you can approach the learning based on your role and setting. It also includes a short welcome video from NGA's CEO Emma Balchin.

Take the module >

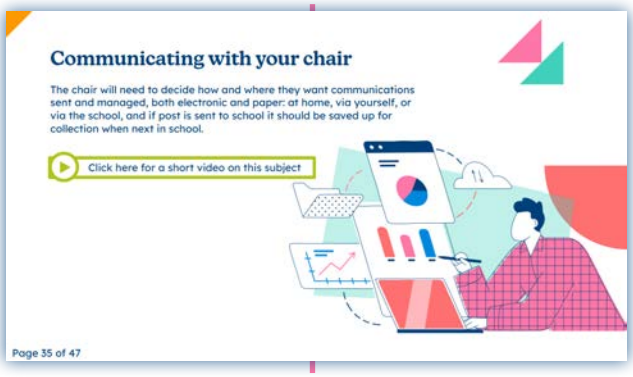
Return to **All modules**

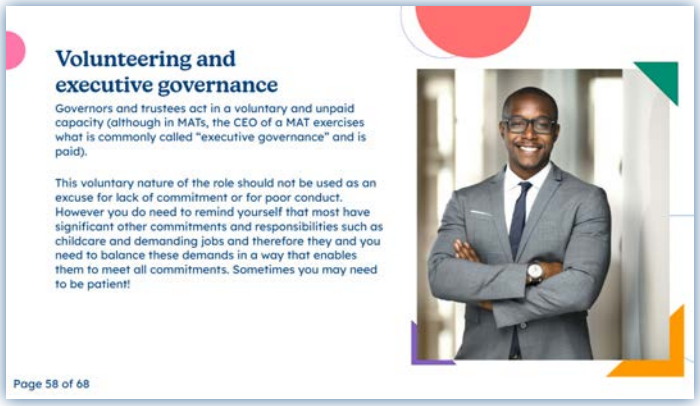
What does the governance professional do?

40 minutes

This module provides a practical and realistic overview of what the role can involve. It focuses on the core expectations of the clerk that you need to meet at the start of your career but also identifies ways in which you will be able to expand your practice as a governance professional as you gain more experience, through the use of interactive activities and knowledge checks.

Take the module >





"I felt it was enough information for someone who is brand new to the role of clerking meetings."

How governance works

40 minutes

It is important for clerks to develop a thorough understanding of governance in order to effectively support the governing board. This module gives you the opportunity to find out what governance is and, more importantly, what effective governance looks like. Through the use of interactive knowledge checks and activities, this module will provide all governance professionals with the context that will allow them to become effective at their role from the start.

Take the module >

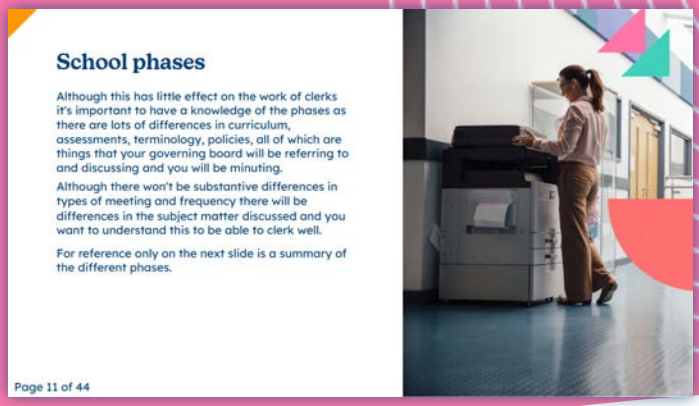
Return to **All modules**

How to: clerk in different types of school organisation

20 minutes

This module provides an outline of the many types of school organisations and how these affect the role of the governance professional. It gives an overview of the differences between various school settings, including a helpful introductory video from independent governance professional and NGA consultant Erica Wilson, and uses knowledge checks to ensure your understanding of the topic. It also suggests practical next steps once you have completed the learning, and options for further reading.

"The email from Robyn was a good simulation of what could happen in the role of the clerk."
- User review



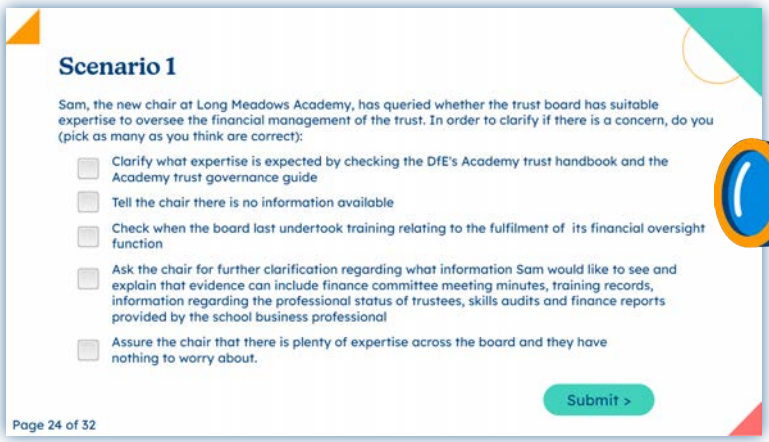
Take the module >

How to: find and use key sources of governance

30 minutes

No governance professional can be expected to know all of the rules and guidance, but you do need to have a sound base knowledge. This module provides simple approaches that you can take to solve any governance problem, and the sources of information, guidance and support that will help you to tackle it. Through interactive activities and helpful videos from independent governance professional and NGA consultant Erica Wilson, you will gain an understanding of the key sources, laws and regulations that you need to carry out your role effectively from the start.

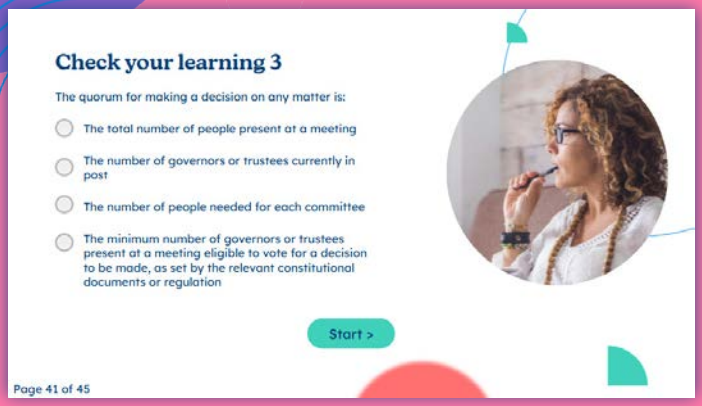
Take the module >



Return to **All modules**

How to: arrange meetings

20 minutes



Governance is a collective exercise which inevitably means that most of the important work is done at meetings, be they face-to-face or virtual. So, the clerk's role in helping to get these meetings right is absolutely crucial to effective governance. This module explains why meetings are needed and demonstrates how the governance professional can help with the scheduling, agenda setting and organisation of meetings, through interactive activities and helpful videos from a chair of governors, who explains how the governance professional at his school contributes to the smooth and effective running of meetings.

Take the module >

How to minute a meeting effectively

40 minutes

Producing high quality minutes for meetings of governing boards and committees can be quite a daunting prospect for new clerks as well as for those with more experience. This module addresses this challenge in a practical way by providing approaches and examples of how to help produce minutes that both the clerk and the board will be proud of. By the end of this module you will understand how to provide minutes that are compliant, accurate and evidence the effectiveness of governance.

Take the module >

How to: manage information and documents

20 minutes

A key aspect of the governance professional role is the management of information and documentation in a way that provides easy access for you and your governing board. This module explores which governance records need to be kept and how they need to be stored, and the different ways in which information, records and documents need to be published. It will help you to develop an approach to managing information and documents that achieves easy access, whilst satisfying compliance requirements and ultimately contributing to the effectiveness of the governing board.

Take the module >

How to: support the recruitment, appointment, election and retirement of governors and trustees

30 minutes

It is important to get the right people on governing board when they are needed. As a governance professional, you won't be appointing new members yourself but your role is vital to the process. This module provides a practical overview of your role in the process and how you can move beyond the support role to take on more responsibility for helping to find suitable new board members and ensuring that succession is properly planned and completed.

Take the module >

Return to **All modules**

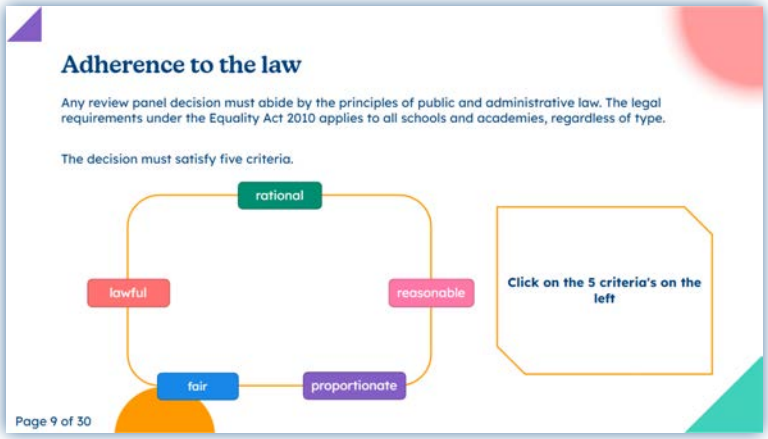
Clerking

Level 2: Clerking panels & changing contexts

Panel work: an introduction

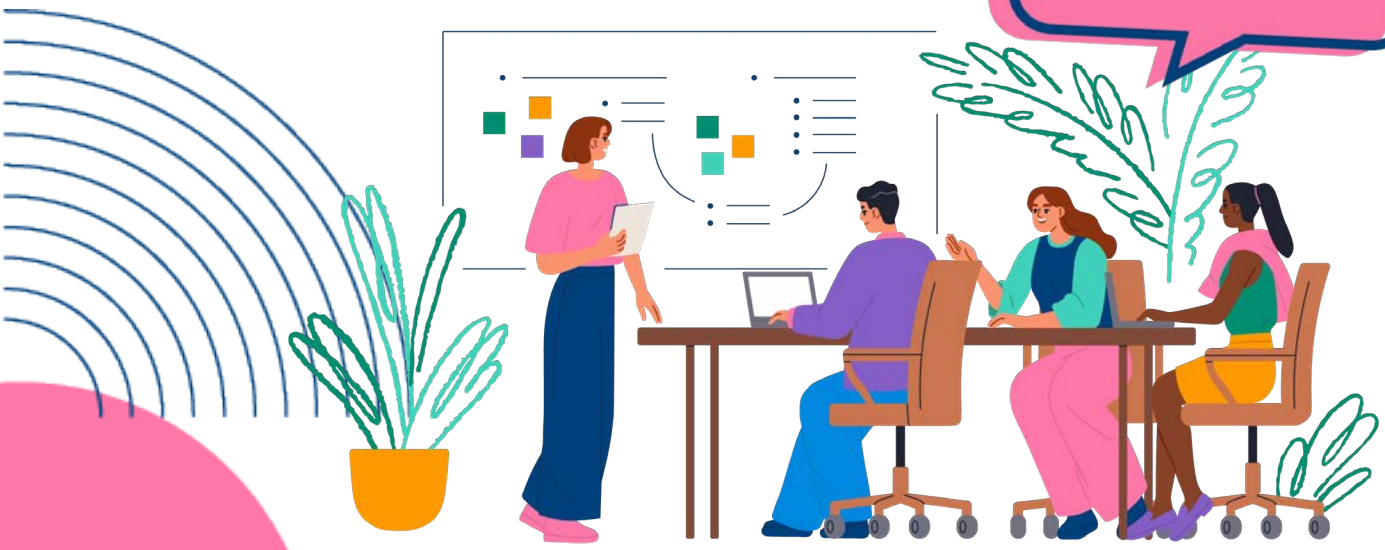
25 minutes

This module provides a general introduction to the typical process of panel work for all types of panel. It provides practical, informed guidance as to what governors and trustees and the clerk need to do at all stages of the process from identifying the relevant regulatory framework, selecting the right panel, conducting the meeting itself all the way to understanding how to approach the making and communication of the decision.



Take the module >

"Great to have a module on this topic that is aimed at both clerks and governors!"

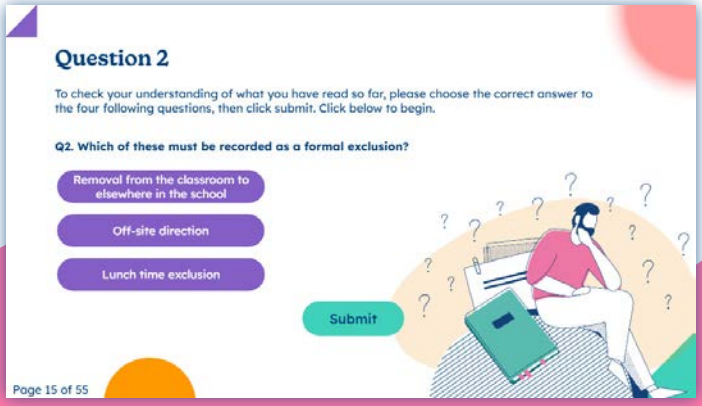


How to: review suspensions and exclusions

45 minutes

Sitting a permanent exclusion panel can be a daunting prospect given the high stakes for the pupil and the complexity of the law and regulation. Using a step-by-step walk-through and a case study of the headteacher's decision to permanently exclude a pupil, this module demonstrates comprehensively how panel members, panel chairs and clerks can fulfill their roles effectively at each stage.

Take the module >



How to: run an effective admissions appeals panel

45 minutes

Involvement as a panel member or chair in an admissions appeal can be challenging work. Adjudicating an appeal requires an understanding of the law and practice of admissions and appeals as well as the roles of those involved and the law expects that those who do to have received suitable training. Using a step-by-step walk-through approach and a case study of an appeal that requires application of the 2-stage decision process, this module provides an introduction as to how panel members, panel chairs and clerks can fulfill their roles effectively.

Take the module >

How to: run an effective HR review panel

45 minutes

Governing boards at all types of school are required to adopt employment policies and procedures. From time to time the board may need to establish panels to exercise its functions relating to the pay, grievance, conduct and discipline, capability, suspension or dismissal of individual members of school staff. Using a step-by-step walk-through approach and a case study of an example review panel, this module will support you through the process and general principles of an effective HR panel.

Take the module >

"Useful information, which was well presented. Useful resources to download."

How to: run an effective complaints review panel

45 minutes

Sitting on or clerking a complaints review panel can be a daunting prospect given the range of complaints possible and the feelings and sensitivities involved. Being required to attend a panel can be equally daunting for the complainant, staff and pupils. Using a step-by-step walk-through approach and a case study of a typical complaint arising out of the alleged bullying of a pupil, this module demonstrates comprehensively how panel members, panel chairs and clerks can fulfill their roles effectively at each stage. It also provides useful examples of questions to ask and templates to use.

Take the module >

Clerking in new contexts: MAT local governance tier

2 hours

Clerking in a maintained school or trust setting and want to step into working at the local governance tier level in a multi academy trust, but not sure what to expect? Broken down into seven key topics this module provides the bridge to clerking in this new setting. Using a mix of film contributions from experienced practitioners, practical activities and immersive consolidation tasks, you will develop a sound understanding of the rules, practices and governance environment you can expect to find on day one. The module also includes useful templates and links to further resources to help you hit the ground running.

Take the module >

Clerking in new contexts: LA maintained governing boards

2 hours

Clerking in a trust or independent school sector setting and interested in working as a governance professional in a maintained school or federation but not sure what to expect? This module provides the bridge to working effectively in this new setting from the start. Using a mix of film contributions from experienced practitioners, practical activities and immersive consolidation tasks, you will develop a sound understanding of the rules, practices and governance environment you can expect to find on day one. The module also includes useful templates and links to further resources to help you hit the ground running.

Take the module >

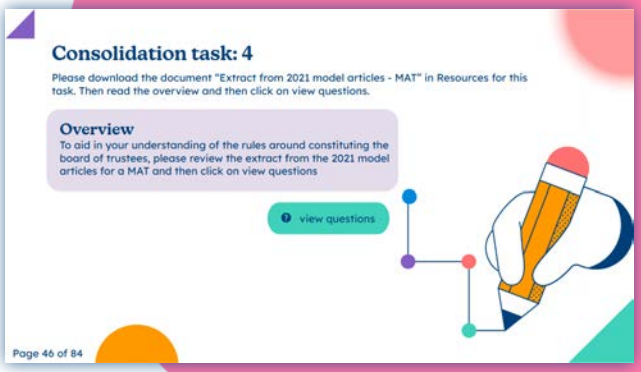
Return to **All modules**

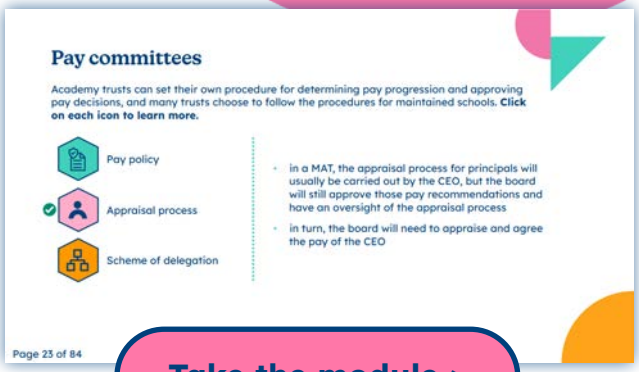
Clerking in new contexts: academy trust boards

2 hours

This module is aimed at governance professionals who want to develop their career by working at trust board level in an academy trust.

Broken down into eight key topics, it provides the orientation to help you work effectively with single or multi academy trust boards from the start. You will develop a sound understanding of the rules, practices and governance environment you can expect to find on day one. The module uses a mix of film contributions from experienced practitioners, practical activities, and immersive consolidation tasks. It also includes useful templates and links to further resources.





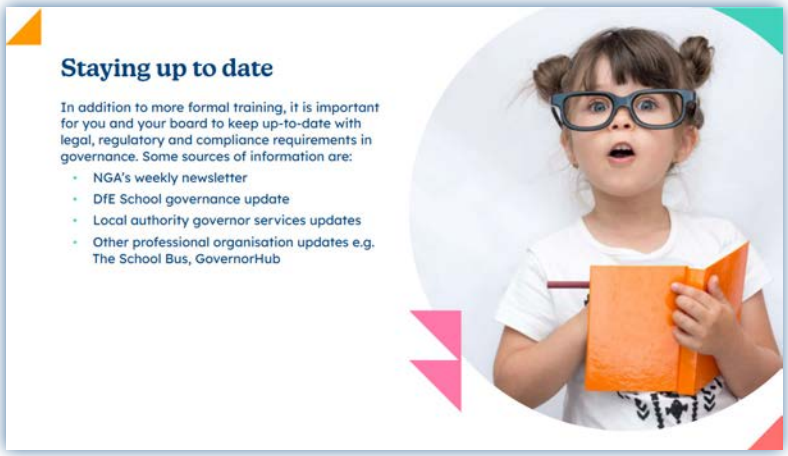
Take the module >

How to: support the development of the board

30 minutes

Ensuring continuous professional development for the whole board is a very important part of the governance professional role.

This module will provide you with the tools and knowledge required to create a culture of professional development and give you a clear picture of some of the options available to you, which can be tailored to meet the development needs of your board(s).



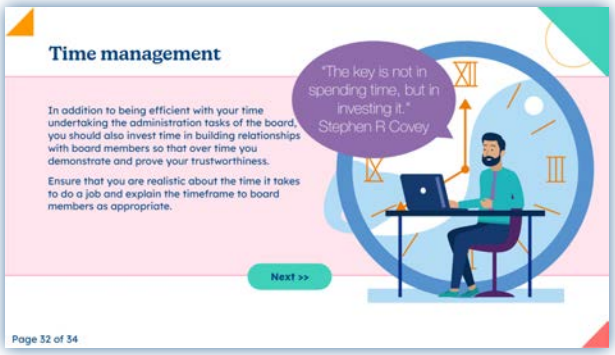
Take the module >

Clerking

Level 3: Handing clerking challenges

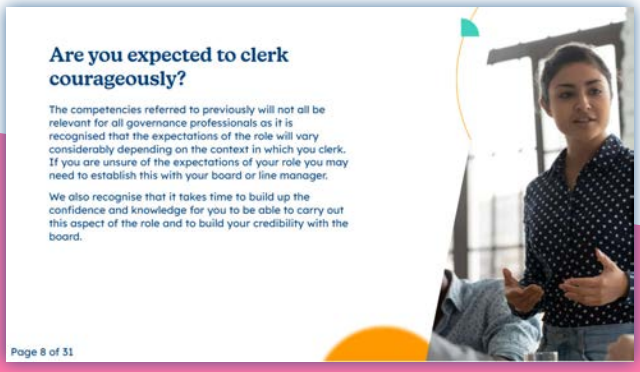
How to: become a trusted advisor

30 minutes



The impact of poor advice can be detrimental to quality of governance and ultimately the life chances of children at your school or trust, so it is vital that your board can trust you to provide sound advice. Through the use of interactive activities, scenarios and helpful tips from an experienced governance professional, this module will help you to build your confidence when it comes to advising your governing board or committee, enabling them to make decisions that are fully researched and thought through.

Take the module >



How to: clerk courageously

30 minutes

As the governance professional, you may need to step up and influence your board, steering it in the right direction. Through the use of interactive scenarios showing common problems and video discussions of possible approaches from two experienced governance professionals, this module will give you an understanding of the role and expectations of the governance professional when it comes to improving the effectiveness of the board and help you to use your skills and knowledge to clerk more courageously.

Take the module >

Return to **All modules**

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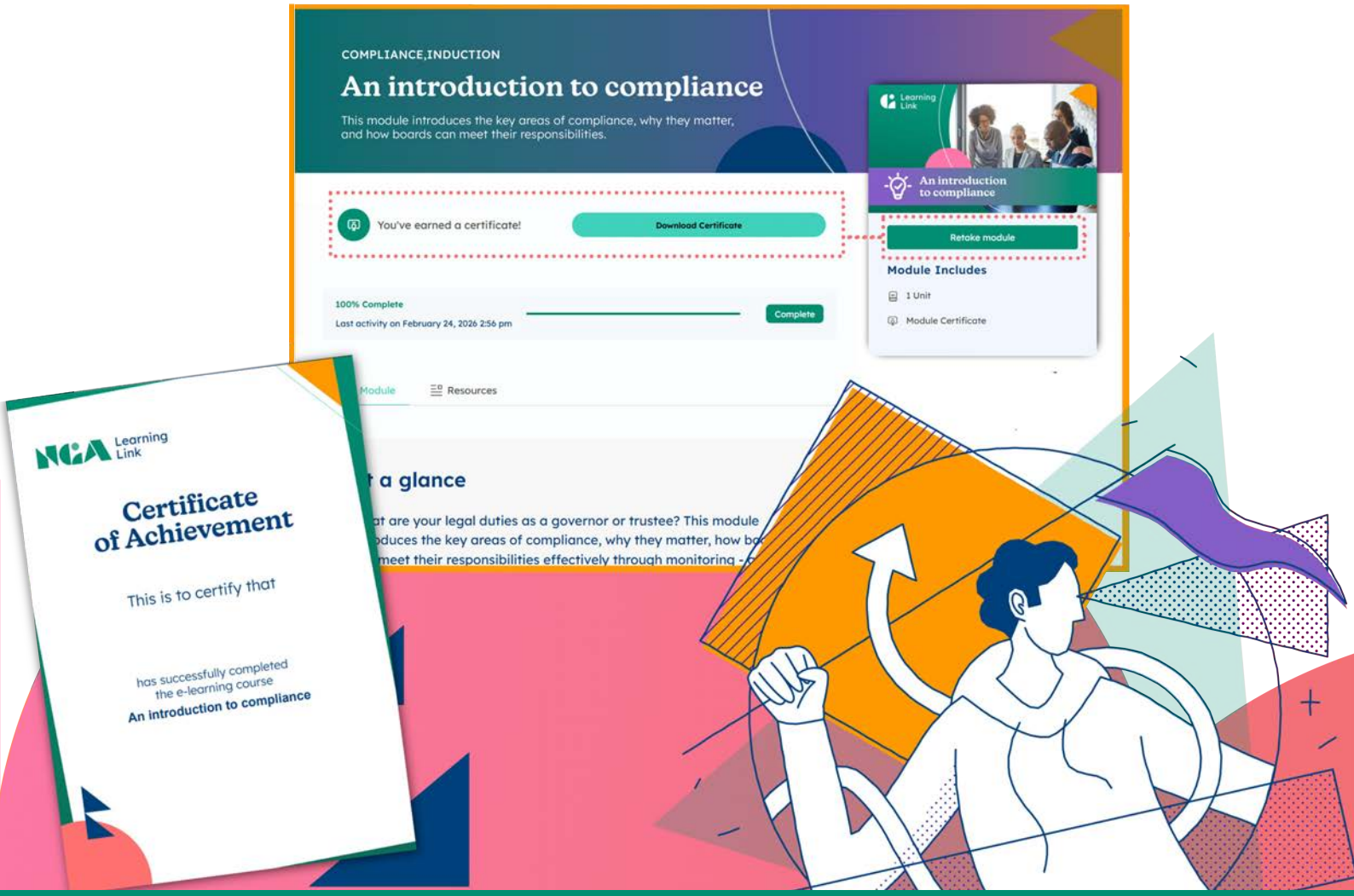
Be sure to maintain your training record by downloading your Certificate of Achievement after successfully completing each module.



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