



# GOVERNOR TRAINING PROGRAMME

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# FOREWORD

Dear Bury Governors and Trustees

The Bury Governor Association is delighted to be working in partnership with One Education again to deliver a training programme for governors and trustees. I am particularly pleased to welcome you to this programme which has been developed in close partnership with the BGA and Bury Council.

There is no doubt that expectations on those who are responsible for governance in our schools will continue to grow. With the DfE now providing separate guidance documents for those who govern in maintained schools and those who govern in trusts it is very pleasing to see that One Education have developed their offer to reflect the two different approaches.

At the BGA we recognise the significant investment in time that you devote to your respective schools and trusts. However, we would also urge you to invest time in your own development in your respective roles. We ask our children and staff to learn and develop themselves, it is important that we do the same.

Please reflect on the skills audit you will have undertaken and then consider the courses available in this programme. I'm sure you will find the sessions both beneficial and enjoyable; as well as the opportunity to network with those who also govern in the system.

On behalf of everyone on the BGA executive committee, can I wish you and your schools every success for the next academic year.



**Mark Granby**

Vice-chair and development lead  
Bury Governor Association

## Book Your place

Governors will need to register in advance for each session. To book your place, please get in touch.

**Email:** [events@oneeducation.co.uk](mailto:events@oneeducation.co.uk)

**Telephone:** 0161 276 0160

If you are unable to attend, most sessions will be recorded and available to view online. Links can be accessed by contacting the email and/or telephone number above.

## Cost

The training programme is free for all One Governor and training subscribers. Alternatively, you can purchase individual sessions for a more personalised learning experience. Prices are listed on our website.

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# MEET YOUR INSTRUCTORS

One Education has a team of highly qualified and experienced professionals, brought together by our shared passion for putting children first. The scope of governance responsibilities is broad and so drawing on a wide range of specialisms, our experts will equip you with the knowledge and skills you need to excel in governance and make a meaningful impact in your role.

## Mary Arnold

### SCHOOL IMPROVEMENT CONSULTANT

Mary is a former school leader, Ofsted inspector, and school effectiveness officer for Manchester. Mary now works as an independent consultant across the North West and further afield. She has been a Quality Assurance Professional for several years and has been commissioned as an external adviser for HTPM in over 30 schools. Mary is also the KS2 Writing Moderation Manager for Manchester. She has extensive experience of governance and has been the Chair of governing boards and Interim Executive Boards of failing schools. She currently serves as Chair of the Standards Committee for a federation of two schools in inner-city Manchester.

## Ruth Dolan

### GOVERNANCE DEVELOPMENT CONSULTANT

Ruth is a longstanding Chair of governors, who has also been commissioned by the DfE and local authorities to support governing board including Interim Executive Boards of failing schools. She works with trusts to review effectiveness and impact and to develop bespoke governance arrangements. Previously a DfE National Leader of Governance, Ruth is a Training and Development Associate with One Education.

## Rob Merino

### HEAD OF GOVERNANCE AND COMPLIANCE

Before joining One Education, Rob had an extensive career in local government service management and delivery, followed by a number of years as a programme and change management professional. He has been Head of Governance and Compliance since 2013 providing advice, guidance, and support to headteachers and chairs across the region and was formerly part of the advisory All Party Parliamentary Group on governance. Rob has managed the successful delivery of a new free school through application and pre-opening stages and provides advice and guidance on academisation.

## Jess Lane

### HEAD OF SERVICE FOR SCHOOL ATTENDANCE & SAFEGUARDING

Jess leads the team of School Attendance & Safeguarding advisers, ensuring they deliver the best service to schools, local authorities and multi-academy trusts, putting the best outcomes for children at the centre of their approach. Jess has experience working in both the public and private sector to improve safeguarding outcomes and attendance of children and young people, with many years' experience as a Designated Safeguarding Lead and School Attendance & Safeguarding adviser.

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**Dan Smith**  
**HEAD OF IT**

Dan has over 20 years' experience in ICT including internal and external support, delivering high standard IT and project delivery to customers. He leads the One Education ICT service providing advice, guidance and IT solutions to schools and academy trusts.

**Petra Pratt**  
**HEAD OF SCHOOL FINANCE**

Petra has many years' experience and extensive knowledge of all aspects of education finance and consultancy in primary, secondary, special, academies and independent schools. She holds a Certificate in School Business Management, Certificate in Finance Reporting for Academies, and has expert knowledge of FMS6, SIMS, and Access Education software packages.

**Ian Hutchings**  
**CMIOSH, MANAGING DIRECTOR, VITA SAFETY**

Ian is a chartered health and safety practitioner and director, with private and public sector experience spanning 28 years. Ian leads on health and safety support in education for schools, academies and universities. Ian has served on governing boards and as a trustee for a multi-academy trust and vice chair for audit and risk.

**Clare Barber**  
**SENIOR HR BUSINESS PARTNER**

Clare is IPD qualified and has over 20 years' experience working in education and local government. She has designed and delivered training in many areas and is a Mental Health First Aid England Instructor. As a Foundation Governor, Clare has a rich understanding of school leadership and governance.

**Laura Drinkwater**  
**SENIOR HR BUSINESS PARTNER**

Laura is a highly qualified HR professional with a history of working in the business sector and providing HR consultancy for nursery and early years education providers. Her varied background and experience mean that she can support all manner of HR cases and issues.

# AUTUMN TERM 2025

## GOV 01

### Preparing for Performance Management and Pay Committees

This briefing will update governors on their role and responsibilities relating to staff appraisal and headteacher performance management. The session will explore the different standards and processes which are used to hold teachers and school leaders to account.

**Course Instructor:** Mary Arnold

**Date:** 30 September 2025

**Time:** 6.00 - 7.30 pm

## GOV 02

### Are You Ready for the Autumn Term?

The termly briefing is for all governors and trustees preparing for governance this term, but will be especially useful to Chairs of Governors and Chairs of Committees. Explore the latest developments in governance, best practice and policy information from the DfE, plus the focus for governor challenge and support in the autumn term.

**Course Instructors:** Mary Arnold & Rob Merino

**Date:** 2 October 2025

**Time:** 6.00 - 8.00 pm



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## GOV 03

### Induction Part 1 - Academy Governance

Explore the key information and frameworks set out in the **DfE Academy trust governance guide** and the Academy trust handbook to help you to understand your key roles and responsibilities as you begin your journey as a trustee or local academy governor.

This session is part of a wider training programme, which includes a mix of individual off-line learning challenges and two interactive online sessions.

**Course Instructors:** Ruth Dolan & Rob Merino

**Date:** 6 October 2025

**Time:** 6.00 - 8.30 pm

## GOV 04

### Induction Part 1 - Maintained School Governance

Explore the key information and frameworks set out in the **DfE Maintained school governance guide** to help you to understand your key roles and responsibilities as you begin your journey as school governor. This session is part of a wider training programme, which includes a mix of individual off-line learning challenges and two interactive online sessions.

**Course Instructors:** Ruth Dolan & Rob Merino

**Date:** 7 October 2025

**Time:** 6.00 - 8.30 pm

## GOV 05

### Induction Part 2 - Becoming an Effective Governor

Part 2 of our induction programme builds upon prior learning to help you put knowledge into practice on your journey towards effective governance. Discover guidance and top-tips to help you prepare for meetings, participate in governor visits, take on a Link Governor role, and more. Plus, we will signpost to a range of sources for ongoing support. This session is also useful as a stand-alone refresher for experienced governors.

**Course Instructors:** Ruth Dolan & Rob Merino

**Date:** 14 October 2025

**Time:** 6.00 - 8.30 pm

## GOV 06

### The Importance of Safeguarding and How to Manage It

This session will equip you with the knowledge to support your school in fulfilling its safeguarding responsibilities, ensuring you have an oversight of key legislation and guidance including the latest Keeping Children Safe in Education. Develop your understanding of safeguarding; the role of the Designated Safeguarding Lead; issues your school may be dealing with; and how to hold the school to account.

**Course Instructor:** Jess Lane

**Date:** 16 October 2025

**Time:** 6.00 - 7.00 pm

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## GOV 07

### Are You Ready for Ofsted?

Ofsted has reviewed its framework for inspecting schools and the new framework came into force in September. This session provides an overview of the new framework and how governors and schools should prepare for an inspection.

**Course Instructor:** Mary Arnold

**Date:** 22 October 2025

**Time:** 6.00 - 7.30 pm

## GOV 09

### Managing Behaviour and Pupil Exclusions

Governors and trustees play a key role in establishing policy and monitoring the impact of school systems and processes to support good behaviour and have specific responsibilities in reviewing pupil suspensions and exclusions. This session will use DfE Guidance to increase your understanding of the legal context and expectations, alongside sharing practical insights on being an effective governor panel member.

**Course Instructor:** Ruth Dolan

**Date:** 11 November 2025

**Time:** 6.00 - 7.30 pm

## GOV 08

### Academy Finance

One of the core functions for a board is ensuring the sound, proper and effective use of the academy's financial resources. This training provides an introduction to academy funding, formula funding, and the finance trustees' and governors' role in the financial management of academies.

**Course Instructors:** Rob Merino and Petra Pratt

**Date:** 6 November 2025

**Time:** 6.00 - 7.00 pm

## GOV 10

### Being an Effective Link Governor

Effective Link Governors develop a detailed understanding of their area of focus. This briefing will signpost sources of information, guidance and advice to support your development in a Link Governor role and provides opportunity for questions and discussions. Coverage includes:

- The importance of a clear role description
- Developing relationships with the school Link leader
- Planning Link Governor activities from use of independent data to understanding school systems through desktop reviews, meetings, and governor visits
- Reporting back to the board.

**Course Instructor:** Ruth Dolan

**Date:** 19 November 2025

**Time:** 6.00 - 7.00 pm



# GOV 11

## Governor monitoring

Governors need to monitor a wide range of school activities – this briefing explores how to conduct our monitoring – from analysing data from local and national sources, to understanding qualitative information provided through written or verbal reporting from school leaders / Link Governor / governor visit activities – sharing some top tips on delivering effective scrutiny and challenge.

**Course Instructor:** Ruth Dolan

**Date:** 27 November 2025

**Time:** 6.00 - 7.00 pm

# GOV 12

## Understanding Your Data to Monitor Performance – Primary Schools

This training will give an insight into how primary school governors can use external and internal data to review pupil and school performance and hold leaders to account. The training will help to develop the understanding and skills needed to review and challenge data, set targets, and offer support and challenge to school leaders in order to maximise pupil progress.

**Course Instructor:** Mary Arnold

**Date:** 4 December 2025

**Time:** 6.00 - 7.30 pm



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# SPRING TERM 2026

## GOV 13

### Are You Ready for the Spring Term?

The termly briefing is for all governors and trustees preparing for governance this term, but will be especially useful to Chairs of Governors and Chairs of Committees. Explore the latest developments in governance, best practice and policy information from the DfE, plus the focus for governor challenge and support in the spring term.

**Course Instructors:** Mary Arnold & Rob Merino

**Date:** 13 January 2026

**Time:** 6.00 - 8.00 pm

## GOV 14

### Is Your School Meeting The Needs of SEND Pupils?

How can governors effectively ensure that the needs of SEND pupils are being met? What does high quality education for SEND children look like? This briefing will share practical guidance and best practice to help you to deliver effective oversight of the quality of education for vulnerable children.

**Course Instructor:** Ruth Dolan

**Date:** 21 January 2026

**Time:** 6.00 - 7.00 pm



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## GOV 15

### Governor Visits to Monitor and Promote School Improvement

Governor visits give you the unique opportunity to experience school life through your own eyes and ears – ensuring ‘good knowledge of your school’. This training will share tips on:

- DfE expectations of the governance role
- Preparing for and participating in an effective visit
- What to do (and what not to do!) during your time at the school
- How to report back to your board.

**Course Instructor:** Ruth Dolan

**Date:** 27 January 2026

**Time:** 6.00 - 7.30 pm

## GOV 17

### Induction Part 1 - Maintained School Governance

Explore the key information and frameworks set out in the **DfE Maintained school governance guide** to help you to understand your key roles and responsibilities as you begin your journey as school governor. This session is part of a wider training programme, which includes a mix of individual off-line learning challenges and two interactive online sessions.

**Course Instructors:** Ruth Dolan & Rob Merino

**Date:** 5 February 2026

**Time:** 6.00 - 8.30 pm

## GOV 16

### Induction Part 1 - Academy Governance

Explore the key information and frameworks set out in the **DfE Academy trust governance guide** and the Academy trust handbook to help you to understand your key roles and responsibilities as you begin your journey as a trustee or local academy governor.

This session is part of a wider training programme, which includes a mix of individual off-line learning challenges and two interactive online sessions.

**Course Instructors:** Ruth Dolan & Rob Merino

**Date:** 4 February 2026

**Time:** 6.00 - 8.30 pm

## GOV 18

### Induction Part 2 - Becoming an Effective Governor

Part 2 of our induction programme builds upon prior learning to help you put knowledge into practice on your journey towards effective governance. Discover guidance and top-tips to help you prepare for meetings, participate in governor visits, take on a Link Governor role, and more. Plus, we will signpost to a range of sources for ongoing support. This session is also useful as a stand-alone refresher for experienced governors.

**Course Instructors:** Ruth Dolan & Rob Merino

**Date:** 12 February 2026

**Time:** 6.00 - 8.30 pm



# GOV 19

## School Finance

One of the core functions for a Governing Body is ensuring the sound, proper, and effective use of the school's financial resources. This training provides an introduction to maintained school funding, formula funding, and the finance governors' role in the budget planning process and financial management of schools.

**Course Instructors:** Petra Pratt & Rob Merino

**Date:** 24 February 2026

**Time:** 6.00 - 7.00 pm

# GOV 20

## Cybersecurity for Governors

Cybersecurity threats continue to grow and DfE governance guidance emphasises the importance for at least one governor on your board to be trained in cybersecurity. This briefing will raise awareness of the challenges faced by schools and the steps that need to be taken to improve cybersecurity.

**Course Instructor:** Dan Smith

**Date:** 2 March 2026

**Time:** 6.00 - 7.00 pm



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# GOV 21

## Being an effective governor

This practical workshop aims to share current best practice to help you to develop the skills and approaches to make the best use of your valuable time and expertise - including top tips on

- Preparing for a meeting
- Making effective contributions at a committee or board meeting
- Making an effective Link Governor or Visit Report
- Using self-evaluation to establish an individual training and development plan

**Course Instructor:** Ruth Dolan

**Date:** 5 March 2026

**Time:** 6.00 - 7.30 pm

# GOV 23

## Pupil Attendance

Pupil attendance continues to be a national and local priority for schools and trusts. This session offers practical guidance on how governors can consider the context of their school to understand school data and the questions that they should ask of school leaders.

**Course Instructor:** Jess Lane

**Date:** 18 March 2026

**Time:** 6.00 - 7.00 pm

# GOV 22

## Sitting on a Complaints Panel

Governors play a critical role in the complaints process for schools and academies, typically when it reaches a formal and final stage. As the number of complaints continue to rise, this session gives practical advice and guidance to governors in handling a complaints panel and the considerations required in reaching decisions.

**Course Instructor:** Clare Barber,  
Senior HR Business Partner

**Date:** 12 March 2026

**Time:** 6.00 - 7.00 pm

# GOV 24

## Parent governors

Being a Parent Governor is a big ask. This briefing will help you better understand your role and responsibilities, to explore some of the specific challenges, and provides some top tips to help you become effective.

**Course Instructor:** Ruth Dolan

**Date:** 24 March 2026

**Time:** 6.00 - 7.00 pm

# SUMMER TERM 2026

## GOV 25

### Are You Ready for the Summer Term?

The termly briefing is for all governors and trustees preparing for governance this term, but will be especially useful to Chairs of Governors and Chairs of Committees. Explore the latest developments in governance, best practice and policy information from the DfE, plus the focus for governor challenge and support in the summer term. This session will also include practical ways to assess the effectiveness of your governance.

**Course Instructors:** Mary Arnold & Rob Merino

**Date:** 22 April 2026

**Time:** 6.00 - 8.00 pm

## GOV 26

### Equality, diversity and inclusion, a Governor's responsibility

Governors have a responsibility to ensure the school / academy complies with the Equality Act 2010, fosters an inclusive environment for all students and staff, and promotes a culture of respect and diversity. This session will focus on the steps Governing Bodies should take to implement and monitor this requirement within their educational establishment.

**Course Instructors:** Laura Drinkwater,  
Senior HR Business Partner

**Date:** 30 April 2026

**Time:** 6.00 - 7.00 pm

## GOV 27

### Health and safety

This session provides an overview of the legal duties for schools and governors, drawing on recent legal cases and good practice. We will share questions to ask the school SLT and what information you should expect to see and review as a governing board.

**Course Instructors:** Ian Hutchings, Vita Safety

**Date:** 5 May 2026

**Time:** 6.00 - 7.00 pm



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## GOV 28

### Induction Part 1 - Academy Governance

Explore the key information and frameworks set out in the **DfE Academy trust governance guide** and the Academy Trust Handbook to help you to understand your key roles and responsibilities as you begin your journey as a trustee or local academy governor. This session is part of a wider training programme, which includes a mix of individual off-line learning challenges and two interactive online sessions.

**Course Instructors:** Ruth Dolan & Rob Merino

**Date:** 12 May 2026

**Time:** 6.00 - 8.30 pm

## GOV 30

### Induction Part 2 - Becoming an Effective Governor

Part 2 of our induction programme builds upon prior learning to help you put knowledge into practice on your journey towards effective governance. Discover guidance and top-tips to help you prepare for meetings, participate in governor visits, take on a Link Governor Role, and more. Plus, we will signpost to a range of sources for ongoing support. This session is also useful as a stand-alone refresher for experienced governors.

**Course Instructors:** Ruth Dolan & Rob Merino

**Date:** 20 May 2026

**Time:** 6.00 - 8.30 pm

## GOV 29

### Induction Part 1 - Maintained School Governance

Explore the key information and frameworks set out in the new **DfE Maintained school governance guide** to help you to understand your key roles and responsibilities as you begin your journey as school governor. This session is part of a wider training programme, which includes a mix of individual off-line learning challenges and two interactive online sessions.

**Course Instructors:** Ruth Dolan & Rob Merino

**Date:** 13 May 2026

**Time:** 6.00 - 8.30 pm

## GOV 31

### Ofsted update – what we have learnt

The new framework was introduced in September. This session will explore the changes which the new framework has introduced and will provide an update on its impact and any lessons which have been learned from the inspections that have taken place so far this year and their implications for governance.

**Course Instructor:** Mary Arnold

**Date:** 8 June 2026

**Time:** 6.00 - 7.30 pm



# GOV 32

## Effective governance

As we move towards the new academic year it's time to reflect on our effectiveness over 2025/26 and plan for effective governance for 2026/27. This workshop will explore

- Use of the NGA framework to self-evaluate the effectiveness of our governance and to identify action points for improvement
- How to draft a good Governance Development Plan
- How to establish an effective governance monitoring plan
- How to use the NGA et al Skills Audit to support effective governor deployment to Link Governor etc roles and to support succession planning

A keynote briefing will present some food for thought - updating on current developments to support

- Running more effective meetings
- Doing more off-line
- Effectively delegating responsibilities to groups and individual governors

**Course Instructor:** Ruth Dolan

**Date:** 16 June 2026

**Time:** 6.00 - 7.30 pm

# GOV 33

## Strategic planning – your role in establishing a strategic trust/school plan

Governors are responsible for setting the vision and strategic direction for their trust / school. The DfE recommends a regular review of strategic plans and this briefing will look at all the elements required in a framework to help you understand and produce an effective plan.

**Course Instructor:** Ruth Dolan

**Date:** 24 June 2026

**Time:** 6.00 - 7.00 pm



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