Governors Training Plan
Training Schedule

Introduction to Governance – Part 1 of 3
Description: Ensuring clarity of vision, ethos and strategic direction.
Lead: Stuart Gardner
Medway date: Tuesday 26 September 2017
Portsmouth date: Thursday 28 September 2017

Safeguarding in School and Online
Description: Review of the legal requirements and governors role in ensuring compliance.
Lead: Lee Lucas
Medway date: Tuesday 3 October 2017
Portsmouth date: Thursday 5 October 2017

Performance Management and Pay Decisions
Description: To review the policy and understand Governors role in monitoring this. Looking at the different pay frameworks and how they link to performance management.
Lead: Lee Miller
Medway date: Tuesday 10 October 2017
Portsmouth date: Thursday 12 October 2017

Introduction to Governance – Part 2 of 3
Description: Holding the Executive to account for the educational performance of the Trust schools and their pupils.
Lead: Gwynn Bassan and Claire Stevens
Medway date: Tuesday 14 November 2017
Portsmouth date: Thursday 16 November 2017

OFSTED Inspections
Description: Training on what happens during an OFSTED inspection and how the interview with the inspector will be managed.
Lead: Stuart Gardner
Medway date: Wednesday 22 November 2017
Portsmouth date: Thursday 23 November 2017
Supporting SEND and Pupil Premium

Description: Understand how to look at the data and performance of different groups in a school and to consider how governors monitor the impact of pupil premium.

Lead: Claire Stevens
Medway date: Tuesday 23 January 2018
Portsmouth date: Thursday 25 January 2018

Introduction to Governance – Part 3 of 3

Description: Overseeing the financial performance of the schools and making sure the Trust money is well spent.

Lead: Lee Miller
Medway date: Tuesday 6 February 2018
Portsmouth date: Thursday 8 February 2018

Early Years and Primary Assessment, Curriculum and Progress

Description: Understand the data and curriculum in primary academies.

Lead: Claire Stevens
Medway date: Tuesday 27 February 2018
Portsmouth date: Thursday 1 March 2018

Secondary and Post 16 Assessment, Curriculum and Progress

Description: Understand the data and curriculum in secondary academies.

Lead: Gwynn Bassan
Medway date: Tuesday 27 February 2018
Portsmouth date: Thursday 1 March 2018

Exclusions and Attendance

Description: Review of the legal requirements and Governors role in ensuring compliance.

Lead: Lee Lucas
Medway date: Tuesday 8 May 2018
Portsmouth date: Thursday 10 May 2018

Finance, HR, Legal and Site Responsibilities

Description: Oversight of all the ‘back office’ areas and Governors responsibility in these areas.

Lead: Lee Miller
Medway date: Tuesday 22 May 2018
Portsmouth date: Thursday 24 May 2018
School Self-Evaluation, School Improvement Planning and Quality Assurance

Description: Understand the different layers of evaluation and quality assurance and the role that Governors play to support and challenge these.

Lead: Stuart Gardner

Medway date: Tuesday 19 June 2018
Portsmouth date: Thursday 21 June 2018

Whole RGB Training in Year One

Understanding the RGB Performance Report

Description: An overview on how to read the performance report and deliver effective challenge.

Lead: Stuart Gardner

Medway date: Wednesday 17 January 2018
Portsmouth date: Thursday 18 January 2018

How to get the most out of a Governor visit

Description: An overview on how to conduct an effective visit to an Academy and capture actions.

Lead: Gwynn Bassan and Claire Stevens

Medway date: Wednesday 25 April 2018
Portsmouth date: Thursday 26 April 2018

The Thinking Schools Academy Trust Website

Our Trust website is a great starting point to find out more about who we are, our values, the schools we work with, our policies and the latest great news stories that are emanating from ourselves and our schools - https://www.tsatrust.org.uk.
The Key for School Governors – Website Access

The Key for School Governors is the national information service that provides governors with guidance, insight and instant answers to their questions on all aspects of school governance.

To get started, visit The Key for School Governors: [https://schoolgovernors.thekeysupport.com/](https://schoolgovernors.thekeysupport.com/) and click on the blue ‘Login in’ button in the top right hand corner of the page.

To access The Key for School Governors website you will need to login using your email address and password that would have been sent to you by ‘The Key’. Please click on ‘Log in’ and enter the details provided. For future reference you can store your details in the box above.

After logging into The Key for School Governors, you will be presented with the dashboard where you can select to access information from the navigation menu.
Articles that you would like to return to later can be saved by clicking on ‘Save for later’ located towards the right of the article. Articles can also be printed, shared with colleagues and you can give feedback.

On the far right of the dashboard you will see two sections. ‘Saved for later’ where you can access saved articles and ‘Visited articles’ which will list a number of previously viewed articles.

Saved articles have a gold star attached to them. To un-save an article click on the ‘Remove saved item’ link.
If you would like to share the article, click on the ‘Share with colleagues’ link. You will then be presented with a modal containing text boxes where you can enter the email address(es) of the recipients and a pre-populated message containing a link to the article that can be modified. After the mandatory ‘Send to’ text box has been populated, click on the red ‘Send’ button.

Please note that only members of The Key will be able to access the articles.

To search for an article, click on the search bar and populate with your criteria. There will also be a list of top searches that you can select.
If you can’t find information on what you are looking for, you can ask a new question by clicking on the ‘Ask a new question’ button on the right of the ‘Search’ button.

You will be presented with a form where you can populate the text box with your question and continue through the process by clicking the ‘Next’ button.

At the very top right of the dashboard, you’ll see your profile name as ‘Logged in as <your name>’. This is where you can access your profile and make changes to your settings including replaying the site tour.

There are four profile pages that you can access and edit and they are: Personal details, Contact preferences, Saved for later and Visited articles.

To log out of The Key for School Governors, click on ‘Logged in as <your name>’ and finally on ‘Log Out’.

If you have any governance questions please email: support-governors@tsatrust.org.uk