



ON-SITE TRAINING SERVICE

Thank you for your enquiry about the AGBIS on-site training service.
The programme, which fits into a morning or afternoon session of up to 2 – 3 hours is:

Core Programme (Time: 2 hours approx.)

The core programme usually includes the following topics:

- Governance & Management;
- Role & Duties of School Governors;
- Self-Assessment of the Governing Body;
- Strategic Planning;
- The Current Inspection Framework;
- The Role of Governors in Safeguarding;
- Current Sector Issues.

Additional Subjects (selected by the school)

The core programme will normally be delivered at all training sessions, but this can be tailored if required. Schools are then at liberty to choose additional subjects to fit their needs and the available time.

- EDI – a practical overview for the Board (30 mins)
- What Governors do and what the senior team should expect from the Board (30 mins)
- Effective reports from the senior team to the Board – what to expect (20 minutes)
- What a GOOD Education Committee looks like (30 mins)
- What a GOOD Finance & General Purposes (or Finance and Estates) Committee looks like (30 mins)
- What a GOOD Governance & Nominations Committee looks like (30 mins)
- Governance of Risk (20 mins)
- Safer recruitment and the SCR (30 mins)
- Stage 3 Complaints (30 mins)
- Appraisal of Heads and Bursars (20 mins)
- Public Benefit (15 mins)
- Effective Meetings (15 mins)
- The Role of Clerk and Bursar (10 mins)
- Relationships, Confidentiality and Transparency (10 mins)
- Scholarships, Bursaries & discounts (15 mins)
- Effective minute taking (20 mins)
- Teachers' Pensions – Changes and Consideration (15 minutes)
- Governor visits to the school (15 mins)

Association of Governing Bodies of Independent Schools
The Grange, 3 Codicote Road, Welwyn, Herts AL6 9LY
Tel: 01438 840730 website: www.agbis.org.uk

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The additional subjects have been chosen on the basis of feedback from various AGBIS training events. However, if you would like us to talk about a subject not on this list, do please ask and we will do our best to oblige.

The training session is designed to be interactive and questions are taken as they arise. We find this provokes good debate and personalises the whole event to the needs of the school – it is therefore inappropriate to invite governors from other schools unless the school is part of the same group.

Training sessions are taken by either:

- Richard Harman (AGBIS Chief Executive – former Head)
- Cheryl Connelly (AGBIS Director of Training – former Bursar & Clerk)
- Andy Robinson (AGBIS Regional Officer – former Bursar & Clerk)
- Stuart Westley (former AGBIS General Secretary & former Head)

All have considerable experience in the governance of independent schools and whilst they sing from the same hymn sheet, their backgrounds are different. Richard is from a professional teaching background and his career included the headships of Aldenham School and Uppingham. Cheryl has been a Bursar and Clerk in various schools in the independent and maintained sector following a successful career as an inspector in the Audit Commission. After a full career in the Royal Navy, Andy was Bursar and Clerk to the Governors of St Hugh's School, Oxfordshire. Stuart is a former Principal of King William's College, Isle of Man and Master of Haileybury. Training can be conducted virtually as well as in person to suit the needs of your school.

The charges for 2022 are £625 for a half day delivered virtually or £865 in person; and £825 for a full day delivered virtually or £1,065 in person, plus all travel and subsistence costs for in person training. Non-member schools are charged at a higher rate. For training sessions outside the UK, a bespoke rate will be provided based on the appropriate daily rate, including travel time, plus all travel and subsistence costs.

Where possible, we advise booking at least a term in advance. This service to member schools continues to gain in popularity and it is important not to leave the booking too late.

We hope this provides sufficient information for you to consider the benefits of an on-site training session for your governing body. If you would like to know more about the subjects or have other questions, please email Cheryl Connelly the AGBIS Director of Training at training@agbis.org.uk.

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September 2022

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