

## AGBIS 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;
- Indicators of Good Governance;
- Self-Assessment of the Governing Body;
- Strategic Planning;
- The Current Inspection Framework;
- The Role of Governors in Safeguarding;
- Latest Regulatory Changes;
- Recent Observations;
- 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.

- The Inspection of Governance (15 mins)
- The Inspection of Regulatory Compliance (15 mins)
- Inspection Final Preparations (5 mins)
- General Data Protection Regulations 2018 (10 mins)
- Teachers' Pensions – 2019 Changes and Consideration (15 minutes)
- The Role of Governors in Health & Safety (5 mins)
- Finance Responsibilities, KPIs and Warning indicators (15 mins)
- Appraisal of Heads and Bursars (10 mins)
- Public Benefit (15 mins)
- Effective Meetings (15 mins)
- The Role of Clerk and Bursar (10 mins)
- Relationships, Confidentiality and Transparency (10 mins)
- Governors' Appeal Panels (15 mins)
- Governance of Risk & Crisis (15 mins)
- Recruiting & Retaining Governors (10 mins)

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.

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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)
- Andy Robinson (AGBIS Regional Officer – former Bursar)
- Stuart Westley (former AGBIS General Secretary)

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 was the Business Manager and Clerk to the Governors at Edgeborough, Surrey having previously held a similar position in the maintained sector. After a full career in the Royal Navy, Andy was Bursar and Clerk to the Governors of St Hugh's School, Oxfordshire and joined AGBIS in 2015 as Director of Training. Stuart is a former Principal of King William's College, Isle of Man and Master of Haileybury and then served for seven years as the General Secretary of AGBIS. Wherever possible the training is divided on a regional basis - Richard and Stuart operates from Cambridgeshire /Hertfordshire, Cheryl and Andy work from the Surry / Hampshire area.

The charges for 2019 (2020) are £550 (£580) for a half day and £750 (£790) for a full day, plus all travel and subsistence costs. For non AGBIS member schools, the cost is £615 (£650) for a half day and £810 (£850) for a full day, plus all travel and subsistence costs; training is VAT exempt. 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 the AGBIS Training and Membership Secretary at [training@agbis.org.uk](mailto:training@agbis.org.uk).

**AGBIS**  
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