



## Learning Link modules

With over 50 governance modules aligned to NGA's Knowledge Centre, our suite of 10 collections cover:

### Core modules

A suite of 8 modules covering key governance areas, perfect for those new to governance or those looking for a refresher. (These modules are included within each of the categories below).

Modules	Duration
<u>Governance: Your role, your responsibilities, your organisation</u>	2 hours
<u>Your organisation: Understanding school structures and what children should learn</u>	2 hours
<u>Strategy: Living your values, reaching your vision, managing the risk</u>	2 hours
<u>Progress and attainment: using data to improve educational outcomes</u>	2 hours
<u>Finance: Making the most of what you've got</u>	2 hours
<u>Working Together: Building the team and improving the organisation</u>	1 hour 30 minutes
<u>Compliance: Assuring your organisation, keeping it safe, secure and solvent</u>	1 hour 30 minutes
<u>Effectiveness: Governance making an impact, changing lives</u>	1 hour 30 minutes

### Structures, roles and responsibilities

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

Modules	Duration
<u>Governance: Your role, your responsibilities, your organisation</u>	2 hours
<u>Getting it right as a staff governor</u>	50 minutes
<u>Key Functions of the governing board</u>	55 minutes
<u>The constitution of the governing board</u>	55 minutes
<u>Governance of a church school</u>	45 minutes
<u>Different Models of Governance</u>	55 minutes



## 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.

Modules	Duration
<a href="#">Effectiveness: Governance making an impact, changing lives</a>	1 hour 30 minutes
<a href="#">Working Together: Building the team and improving the organisation</a>	1 hour 30 minutes
<a href="#">Handling difficult situations</a>	55 minutes
<a href="#">Ofsted and the new inspection framework</a>	45 minutes
<a href="#">Governance visits to schools</a>	10 minutes
<a href="#">Succession Planning</a>	40 minutes
<a href="#">Governance monitoring: A tool to help drive improvement</a>	10 minutes
<a href="#">Holding to account: How to question and challenge</a>	15 minutes
<a href="#">Holding to account: How to conduct a courageous conversation</a>	15 minutes
<a href="#">Ethical Leadership: A planning tool</a>	Up to 45 minutes
<a href="#">Ofsted inspections: Step-by-step</a>	45 minutes

## 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.

Modules	Duration
<a href="#">Equality, diversity and inclusion: First steps</a>	10 minutes
<a href="#">Strategy: Living your values, reaching your vision, managing the risk</a>	2 hours
<a href="#">Monitoring and evaluation</a>	55 minutes
<a href="#">Creating a new vision for your school or trust</a>	15 minutes



## 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.

Modules	Duration
<a href="#"><u>Your organisation: Understanding school structures and what children should learn</u></a>	2 hours
<a href="#"><u>Progress and attainment: using data to improve educational outcomes</u></a>	2 hours
<a href="#"><u>Arts &amp; Cultural Education: Improving your school and its curriculum</u></a>	45 minutes
<a href="#"><u>Early Years Education</u></a>	1 hour
<a href="#"><u>Monitoring performance data and targets</u></a>	50 minutes
<a href="#"><u>The role of the SEND governor</u></a>	55 minutes
<a href="#"><u>Looked after children</u></a>	55 minutes
<a href="#"><u>Exclusions</u></a>	55 minutes
<a href="#"><u>Pupil Premium</u></a>	55 minutes
<a href="#"><u>Minimising exclusions</u></a>	15 minutes
<a href="#"><u>Panel work: An introduction</u></a>	25 minutes
<a href="#"><u>How to run an effective exclusion review panel</u></a>	45 minutes
<b>NEW</b> <a href="#"><u>How to: run an effective admissions appeal panel</u></a>	45 minutes
<b>NEW</b> <a href="#"><u>How to: run an effective HR review panel</u></a>	45 minutes
<b>NEW</b> <a href="#"><u>How to: run an effective complaints review panel</u></a>	45 minutes



## Staffing

These modules cover the key stages in the lead executive recruitment process, the critical role the board has in holding executive leaders to account through effective headteacher appraisal and ensuring that the workload expectations of the senior executive leader and their staff team are reasonable.

Modules	Duration
<a href="#"><u>Headteacher recruitment - succession planning</u></a>	55 minutes
<a href="#"><u>Headteacher appraisal and capability</u></a>	55 minutes
<a href="#"><u>Setting performance objectives for executive leaders</u></a>	15 minutes
<a href="#"><u>Recruiting a senior executive leader</u></a>	1 hour
<a href="#"><u>Managing staff workload and wellbeing: The governance role</u></a>	15 minutes

## Stakeholder engagement

Find out about key partners and stakeholders, how to develop relationships with them, and how engagement with stakeholders can lead to better outcomes for pupils.

Modules	Duration
<a href="#"><u>Stakeholder engagement: The governance role</u></a>	15 minutes

## Finance

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

Modules	Duration
<a href="#"><u>Finance: Making the most of what you've got</u></a>	2 hours
<a href="#"><u>Understanding schools finance</u></a>	1 hour
<a href="#"><u>Managing Academy Finance</u></a>	1 hour 15 minutes
<a href="#"><u>Using Integrated Curriculum and Financial Planning (ICFP)</u></a>	15 minutes



## 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.

Modules	Duration
<a href="#"><u>Compliance: Assuring your organisation, keeping it safe, secure and solvent</u></a>	1 hour 30 minutes
<a href="#"><u>Equality and Diversity: A practical guide for governors and trustees</u></a>	1 hour
<a href="#"><u>Governing board duties on compliance</u></a>	1 hour
<a href="#"><u>Safeguarding: the governor's role</u></a>	1 hour 30 minutes
<a href="#"><u>Health and Safety</u></a>	1 hour

## Clerking

These modules will help new and experienced clerks to get a better understanding of their role and how to carry it out well.

Modules	Duration
<a href="#"><u>Panel work: An introduction</u></a>	25 minutes
<a href="#"><u>How to: run an effective exclusion review panel</u></a>	45 minutes
<b>NEW</b> <a href="#"><u>How to: run an effective admissions appeal panel</u></a>	45 minutes
<b>NEW</b> <a href="#"><u>How to: run an effective HR review panel</u></a>	45 minutes
<b>NEW</b> <a href="#"><u>How to: run an effective complaints review panel</u></a>	45 minutes
<a href="#"><u>Welcome to the introduction to clerking programme</u></a>	10 minutes
<a href="#"><u>What does the governance professional do?</u></a>	40 minutes
<a href="#"><u>How governance works</u></a>	40 minutes
<a href="#"><u>How to: clerk in different types of school organisation</u></a>	20 minutes
<a href="#"><u>How to: find and use key sources for governance</u></a>	30 minutes
<a href="#"><u>How to: arrange meetings</u></a>	20 minutes
<a href="#"><u>How to minute a meeting effectively</u></a>	40 minutes
<a href="#"><u>How to: manage information and documents</u></a>	10 minutes
<a href="#"><u>How to support the recruitment, appointment, election and retirement of governors and trustees</u></a>	30 minutes



## MATs

This module explores key challenges for multi academy trusts, common pitfalls, and what effective MAT governance looks like.

Modules	Duration
<a href="#">Effective MAT Governance</a>	1 hour 15 minutes

## Bitesize modules

A selection of modules in easily digestible bite-sized chunks that take between 5 and 15 minutes to complete.

- Minimising exclusions
- Governance monitoring: A tool to help drive improvement
- Governance visits to schools
- Setting performance objectives for executive leaders
- Creating a new vision for your school or trust
- Holding to account: How to conduct a courageous conversation
- Holding to account: How to question and challenge
- Using Integrated Curriculum and Financial Planning (ICFP) to resource the best curriculum for your pupils
- Staff workload
- Stakeholder engagement

## Introduction to clerking programme

- Welcome to the introduction to clerking programme
- What does the governance professional do?
- How governance works
- How to: clerk in different types of school organisation
- How to: find and use key sources for governance
- How to: arrange meetings
- How to minute a meeting effectively
- How to: manage information and documents
- How to support the recruitment, appointment, election and retirement of governors and trustees



## Hot topics

A range of resources covering current governance-related issues for you to download and keep.

- Executive Pay
- GDPR: An overview for governors
- Governor Recruitment
- Improving School Accountability
- Mentally Healthy Schools

## **Further online modules**

Included in the NGA learning Link offer are a range of modules developed by Virtual College for a wider audience, which provide useful background information on a range of topics with relevance to governance such as important aspects of safeguarding and health and safety.