Governor Training Matrix and Development Programme

School: Rawdah Montessori Primary School
Date: February 2026
Approved by: The Governing Body
Review Date: February 2027

3. Purpose of Governor Training

Effective governance requires that all members of the governing body possess the knowledge and skills necessary to fulfil their strategic functions. The purpose of this training matrix is to:

- Ensure all governors understand their roles, responsibilities, and statutory duties .
- Support new governors in their induction and ongoing development .
- Maintain compliance with the Independent School Standards and ISI inspection framework .
- Ensure governors can effectively support and challenge school leadership to secure the best outcomes for pupils .

2. Key Principles

- **Induction for All New Governors:** Every new governor will complete an induction programme covering the basics of governance, the school's context, and key policies .
- **Role-Specific Training:** Governors with specific responsibilities (e.g., Safeguarding Link, Finance) will receive targeted training relevant to their role.

- **Renewal Cycle:** Core training, particularly safeguarding, should be refreshed regularly. Best practice recommends safeguarding training renewal every **two years** .
- **Independent School Context:** All training must be relevant to independent schools inspected by ISI under the F23 framework, with particular attention to the Independent School Standards Regulations (ISSRs) .
- **Record-Keeping:** The Clerk to Governors will maintain a central training record, including dates attended and certificate copies .

3. Governor Training Matrix

The following matrix outlines the recommended training for all governors, categorised by role and priority. **M = Mandatory, R = Recommended.**

Training Area	All Governors	Chair of Governors	Safeguarding Link Governor	Finance Governor	Headteacher (as Governor)	Frequency / Renewal
Governor Essentials / Induction	M	M	M	M	R	Once (upon appointment)
Safeguarding (KCSIE) – Core	M	M	M	M	M	Annually
Safeguarding – Advanced for Link Governor			M			Every 2 years
Prevent Duty / British Values	M	M	M	R	M	Every 2 years
Online Safety & Filtering/Monitoring	M	M	M	R	M	Annually / as KCSIE updates

Topic						Frequency
ISI Framework & ISSR Compliance	**M**	**M**	**M**	**M**	**M**	Prior to inspection; annually as refresher
Finance for Governors	R	**M**		**M**	R	Every 2 years
Budget Setting & Monitoring		R		**M**	**M**	Annually (pre-budget cycle)
HR / Safer Recruitment	R	**M**	**M**		R	Every 3 years (for interview panels)
Data & Assessment (Pupil Progress)	R	**M**			**M**	Annually (post data drops)
SEND / EHC Plans	R	R	**M**		R	Every 2 years
EAL (English as Additional Language)	R	R	R		R	As needed (given school context)
Mental Health & Wellbeing	R	R	**M**		**M**	Every 2 years
Health & Safety (including offsite)	R	R	**M**		**M**	Every 2 years
Clerking & Governance Procedures		**M**				As needed (for Clerk and Chair)

4. Training Descriptions and Providers

4.1 Governor Essentials / Induction

Description	Key Topics	Recommended Provider
An essential introduction for all new governors covering the three core functions of governance: ensuring strategic direction, holding leaders to account, and overseeing financial probity.	• Roles and responsibilities of governors • Structure of the governing board • The education system and curriculum • How to maintain a strategic focus • Jargon busting	• Local Authority Governor Services (if applicable) • National Governance Association (NGA) • The Key for Governors

4.2 Safeguarding Training

Description	Key Topics	Recommended Provider
All Governors (Core): Ensures governors understand their statutory duties under KCSIE and can hold the school to account for safeguarding arrangements.	• KCSIE Part 2 (governance responsibilities) • Child protection procedures • The role of the DSL • Allegations against staff	• ECP Safeguarding • The Key for Governors • Local Authority Governor Services
Link Governor (Advanced): Deeper training for the nominated safeguarding link governor to enable effective monitoring and challenge.	• Conducting safeguarding audits • Scrutinising records • Working with the DSL • Section 175 audit	• ECP Safeguarding • ISI-focused providers

4.3 ISI Framework and ISSR Compliance

Description	Key Topics	Recommended Provider
Critical for all governors in independent schools. Covers the F23 inspection framework and ensures governors understand their accountability for the Independent School Standards Regulations (ISSRs).	• The F23 framework and what inspectors look for • ISSRs and how they apply (Part 1-8) • Common compliance pitfalls • Holding the Headteacher to account for outcomes and wellbeing	• JMC INSET • AGBIS (Association of Governing Bodies of Independent Schools) • ISI-focused consultants

4.4 Prevent Duty and British Values

Description	Key Topics	Recommended Provider
Ensures governors understand their responsibilities under the Prevent duty and can monitor how the school promotes British values alongside the Islamic ethos.	• The Prevent duty statutory guidance • Risk of radicalisation • Promoting British values • Links between misogyny and extremism	• Local Authority Prevent teams • The Key for Governors • Online training (e.g., Home Office)

4.5 Online Safety

Description	Key Topics	Recommended Provider
Equips governors to oversee the school's online safety provision, including filtering and monitoring systems (a key KCSIE requirement).	• Children's use of technology • School web filtering and monitoring • Online bullying and sexual harassment • Staff digital reputation	• Derbyshire/other LA services • LGfL (London Grid for Learning) • The Key for Governors

4.6 Finance for Governors

Description	Key Topics	Recommended Provider
Provides governors with the skills to understand school funding, approve and monitor the budget, and ensure financial probity and value for money.	• School funding and the annual cycle • Budget setting and monitoring • Financial benchmarking • Reading management accounts	• Local Authority Governor Services • NGA • Independent school finance consultants

5. Training Delivery Methods

Governors may access training through various formats:

Method	Description	Advantages
Face-to-Face Courses	In-person sessions delivered by external providers or local authority teams.	High interaction; networking with other governors.
Live Virtual Training	Online sessions delivered via Teams/Zoom with interactive elements .	Flexible; accessible from home; recorded options sometimes available.
eLearning (On-Demand)	Pre-recorded modules completed at the governor's own pace .	Flexible; can be revisited; good for refreshers.
In-House Briefings	Sessions delivered by the Headteacher, DSL, or Chair at governing body meetings.	Context-specific; cost-effective; tailored to Rawdah Montessori.
Peer Learning / Networking	Governor forums or clusters facilitated by local authorities or associations.	Sharing good practice; learning from others' experiences.

6. New Governor Induction Checklist

Task	Completed by	Date
Welcome meeting with Chair of Governors		
Tour of the school and introduction to staff		
Governor induction folder provided (including key policies)		
Access to GovernorHub / shared drive		
Reading of KCSIE Part 2 (governance section)		
Reading of ISI framework / ISSR summary		
Governor Essentials / Induction training booked		
Safeguarding for Governors training booked		
Visit to school during the school day (observation)		
Meeting with subject/area link (if applicable)		

7. Training Record Template

Governor Name	Role	Training Course	Date Completed	Provider	Renewal Due	Certificate on File?
[Name]	Chair	Governor Essentials	01/09/2025	NGA	N/A	Yes
[Name]	Chair	Safeguarding for Governors	15/09/2025	ECP Safeguarding	15/09/2027	Yes
[Name]	Chair	ISI Framework	10/10/2025	JMC INSET	Annually (refresher)	Yes
[Name]	Safeguarding Link	Advanced Safeguarding	20/09/2025	ECP Safeguarding	20/09/2027	Yes
[Name]	Finance Governor	Finance for Governors	05/11/2025	Local Authority	05/11/2027	Yes
[Name]	All Governors	Online Safety	12/11/2025	The Key	12/11/2026	Yes

8. Annual Training Schedule for Rawdah Montessori

Month	Training Focus	Delivery Method	Audience
September	Safeguarding Refresher (KCSIE updates)	In-house briefing (DSL-led)	All governors
October	Data & Assessment (previous year outcomes)	In-house briefing (Headteacher-led)	All governors
November	Budget Setting for next academic year	In-house + Finance Governor input	Finance Committee
January	ISI Framework / ISSR Refresher	External provider or in-house	All governors
February	Prevent Duty / British Values	eLearning / external webinar	All governors
March	Online Safety & Filtering	External provider (e.g., LGfL)	All governors
April	SEND / EAL Update	In-house (SENCO-led)	All governors
May	Health & Safety (including offsite)	In-house briefing	All governors
June	Finance Monitoring (year-end)	In-house (Business Manager-led)	Finance Committee
July	Governor Development Day / Away Day	External facilitator	Full Governing Body

9. Budget for Governor Training

The school will allocate an annual budget for governor training to cover:

- External course fees (per delegate or per session) .
- Governor membership of professional bodies (e.g., NGA, AGBIS).
- Resources and materials (e.g., GovernorHub subscriptions).
- In-house training materials and refreshments.

Recommended annual allocation: £[e.g., 500-1000] depending on number of governors and training needs identified through skills audit.

10. Monitoring and Review

This training matrix will be reviewed annually by the Clerk to Governors and the Chair of Governors. The review will consider:

- New statutory guidance or regulatory changes.
- Outcomes of the annual governor skills audit.
- Feedback from governors on training effectiveness.
- Recommendations from ISI inspection or external reviews

Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
Oct 2025	Governing Body	**Chair:** Sohaib Tanvir
Next Review Due:		
Oct 2026	Governing Body	**Chair:**
	Headteacher	**Headteacher:**