Governor Training and Development Programme

April 2018 – March 2019
Dear Colleagues

Welcome to the governor training and development programme for April 2018 – March 2019 brought to you by Solent Governance, the new banner for Newport Educational; same people, different name and a fresh approach.

Over recent years we have been a team led by Phil Hand. The transfer to Solent Governance is an organisational change and Phil will be continuing to work with us as part of our experienced team of trainers.

On the following pages you will find details of the courses we offer across the Solent area in our popular Portsmouth and Southampton city locations. This programme is for Governors and Trustees, Clerks, Headteachers, Executive Heads and Staff Governors from maintained, academy, free and independent schools and colleges.

We believe that high quality Leadership and Management are central to excellence in schools and so we are committed to providing governing boards with the skills, knowledge and understanding they need to become highly effective. We also believe that bringing challenge to school professionals regarding learning and teaching is often the area that governors find most difficult; developing governor confidence in this crucial aspect of governance is at the heart of this training programme.

Between them, the team behind Solent Governance continues to have a vast depth of experience and knowledge, gathered over many years in governance, training, governor support services, school leadership, management and school improvement, business leadership, trusteeship and finance.

For schools serious about developing their governing boards, subscribing provides by far the best value for money. We would be very glad to discuss any particular development needs with you and to welcome you as new customers.

Steve Bassett &
Wendy Evans
January 2018
About our training

This programme includes courses at both Southampton and Portsmouth venues as day or evening events and colleagues are welcome to access training at either.

Experience shows that you, as governors and trustees, want to access training in various ways depending on your immediate needs, your availability and stage of governing board development. We aim to provide as full a programme as possible and in various ways and so alongside the events in this programme we offer:

- in-house whole governing board training;
- day and evening events;
- Saturday events according to demand;
- support and training packages for rapid board development;
- other support as required to subscribers and non-subscribers, including: guided learning walks, mentoring, feedback on board effectiveness, support with accreditation applications, Headteacher Performance management support as the External Advisor and External Reviews of governance.

We are in principle committed to face-to-face training recognising the value of bringing people together into a room to develop their thinking and skills, plus an opportunity to network.

If your school takes out a subscription, which is how you gain the best value from this offer, an in-house course for your board is included in your entitlement. All you need to do is decide which part of our training programme you would like us to bring to you.

Some of these events are set up as day workshops, others are evening events, but can be transferred into local events, including in-house governor training events.

We are always keen to receive ideas for courses and specific requests and we use your feedback to shape the programme going forward.

For details and bookings visit our website [www.solentgovernance.co.uk](http://www.solentgovernance.co.uk) or contact us on info@solentgovernance.co.uk

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Termly Briefing: Current Issues & Networking Opportunity

These take place at the beginning of each term alternately at our training locations in Southampton and Portsmouth. By alternating locations, opportunities for networking are maximised and we encourage you to consider attending at either location.

At the briefings, we alert colleagues to what is new in regulations, government policy and together we discuss and consider other issues that affect the leadership and management of schools.

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<th>Term</th>
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<td>Monday 23 April 2018, 17.30 - 19.30</td>
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<td>P1822</td>
<td>Monday 17 September 2018, 17.30 - 19.30</td>
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Induction for Governors

The course provides the grounding governors need when starting out.

Induction is usually delivered either as a whole day workshop or over two evening sessions. We explore the purpose of the governing board, the core functions, roles and responsibilities, how boards operate and we introduce governors to some of their key tasks including monitoring school improvement, finance and staffing matters. We cover:

- what a governing board is for;
- how boards of governors work;
- governors and school improvement;
- basics on data, staffing and finance.

S1809  Thursday 26 April 2018, 18.30 – 21.00 (Part 1 of 2)  
Thursday 3 May 2018, 18.30 – 21.00 (Part 2 of 2)  
*Ibis Hotel, Southampton*

P1811  Friday 4 May 2018, 09.30 – 15.30  
*The Portsmouth Academy*

S1821  Friday 6 July 2018, 09.30 – 15.30  
*Ibis Hotel, Southampton*

P1825  Thursday 4 October 2018, 18.30 – 21.00 (Part 1 of 2)  
Thursday 11 October 2018, 18.30 – 21.00 (Part 2 of 2)  
*The Portsmouth Academy*

S1831  Friday 9 November 2018, 09.30 – 15.30  
*Ibis Hotel, Southampton*

S1902  Wednesday 30 January 2019, 17.00 - 19.30 (Part 1 of 2)  
Wednesday 6 February 2019, 17.00 - 19.30 (Part 2 of 2)  
*Ibis Hotel, Southampton*

P1908  Friday 15 March 2019, 09.30 – 15.30  
*The Portsmouth Academy*
TRAINING IN THE 3 CORE FUNCTIONS OF GOVERNANCE

The following two pages offer training courses designed to ensure governors have a sound understanding of the three core functions of governance as outlined in the Department for Education’s (DfE) Governance Handbook, namely:

- ensuring clarity of vision, ethos and strategic direction;
- holding executive leaders to account for the educational performance of the organisation and its pupils, and
- performance management of staff; and overseeing the financial performance of the organisation and making sure its money is well spent.

Some of the content from the following courses can also be accessed in the Leadership and Management Day Workshop.

Strategic Direction and School Improvement

This event explores ways that governors can maximise their impact on the quality of education provided by their school. In particular we will explore:

- governors’ engagement with setting the vision and strategic direction of the school;
- how Ofsted are currently inspecting schools and evaluating governance;
- effective reporting and school self-evaluation;
- effective school development planning, including how governance should be incorporated into the plan;
- governing board tools for school improvement.

S1818 Tuesday 19 June 2018, 17.30 - 19.30
Ibis Hotel, Southampton

P1935 Thursday 22 November 2018, 19.00 - 21.00
The Portsmouth Academy

S1909 Monday 18 March 2019, 19.00 - 21.00
Ibis Hotel, Southampton
Performance Management and Headteacher Appraisal

This is a key task for governors, one that is quite operational, a task that needs to be done, but also with great strategic importance. For maintained schools, this appraisal usually takes place in the autumn term and must include external professional advice for the governors carrying out the appraisal. We explore:

- statutory responsibilities and performance management of the headteacher;
- the governing board’s engagement with appraisal and pay of all staff;
- holding executive leaders to account;
- understanding the link between performance management and school improvement.

P1814 Wednesday 6 June 2018, 19.00 - 21.00
The Portsmouth Academy

S1816 Monday 11 June 2018, 19.00 - 21.00
Ibis Hotel, Southampton

S1824 Monday 1 October 2018, 17.30 - 19.30
Ibis Hotel, Southampton

P1826 Tuesday 9 October 2018, 17.30 – 19.30
The Portsmouth Academy

Finance, Budgeting and Value for Money

In this course we look at our statutory responsibilities for overseeing financial performance and at some real life budget choices faced by schools. Different schools and academies have different budget arrangements, but this course is about how funds delegated to your governing board are most effectively managed. We will discuss:

- budget setting and in-year monitoring responsibilities;
- maximising income opportunities;
- accountability and financial decision making;
- value for money.

P1819 Thursday 21 June 2018, 19.00 – 21.00
The Portsmouth Academy

S1830 Tuesday 6 November 2018, 19.00 - 21.00
Ibis Hotel, Southampton

P1904 Thursday 28 February 2019, 19.00 - 21.00
The Portsmouth Academy

S1906 Monday 4 March 2019, 19.00 - 21.00
Ibis Hotel, Southampton
Safeguarding

At this event we will explore the particular responsibilities of a governing board for the safeguarding of children in their care, what it should expect of any appointed governor with the safeguarding brief, how Ofsted evaluate safeguarding arrangements in schools, and how to keep an active focus on this important issue.

The course is suitable for all governors on the board and for individual governors with responsibility for monitoring safeguarding. We cover:

- governing board statutory responsibilities and Keeping Children Safe in Education;
- Safeguarding lead and staffing arrangements for safeguarding;
- managing safeguarding, policies, safer recruitment and handling allegations;
- how the governing board engages with monitoring safeguarding.

P1836  Monday 26 November 2018, 17.30 - 19.30
The Portsmouth Academy

S1910  Thursday 28 March 2019, 19.00 - 21.00
Ibis Hotel, Southampton

Quality of Teaching, Learning and Assessment

This event explores one of the most important aspects of school management and one in which governors are often reluctant to engage for fear of crossing boundaries. In recognising that governors are not supposed to turn up in a classroom with a clipboard and grade lessons, we explore how governors can engage with this crucial aspect of their school. We discuss:

- why quality of teaching, learning and assessment is so important;
- how Ofsted judges teaching, learning and assessment;
- ensuring assessment is effective and informative;
- practical steps to engage with this issue.

P1810  Wednesday 2 May 2018, 19.00 - 21.00
The Portsmouth Academy

S1827  Wednesday 10 October 2018, 19.00 - 21.00
Ibis Hotel, Southampton
Ofsted and Preparing for Inspections

When your school is inspected, the Ofsted team will want to talk to governors. This event not only discusses how to manage the actual inspection and what to be prepared for, but also (and more importantly) how to govern your school over time in such a way that you can show good impact for the benefit of the children. At the session we will cover:

- how Ofsted are currently inspecting schools and evaluating governance;
- how to prepare for the inspection itself;
- how to ensure that your governing board is properly focused on school improvement and evidencing impact.

P1820  Wednesday 4 July 2018, 19.00 - 21.00
The Portsmouth Academy

S1832  Tuesday 13 November 2018, 19.00 - 21.00
Ibis Hotel, Southampton

25 Suggestions for Better Governance

Launched for the first time in 2017, this stimulating day explores tools and strategies a governing board can use to improve the impact of governance in its school and draws upon shared best practice and ideas.

We will cover practical ways a governing board can model its work to achieve the best for pupils. We will also pick up issues raised by delegates and seek to offer support and guidance.

This is an opportunity to network and learn from each other and to take away a bundle of good ideas for better governance.

S1828  Friday 12 October 2018, 09.30 - 15.30
Ibis Hotel, Southampton

P1905  Friday 1 March 2019, 09.30 - 15.30
The Portsmouth Academy
Pupil Premium, PE and Sport Premium and Impact

A new course for 2018, we will explore how governors can engage with their responsibility for monitoring pupil premium and sports funding and evidencing their impact on pupil outcomes. We will explore:

- Pupil Premium funding and the PE and Sport Premium;
- who receives the funding, and how much;
- using the Pupil Premium and PE and Sport Premium;
- accountability and evidencing the impact of the funding;
- responsibilities for publishing information on the use and impact of this funding.

S1815  Thursday 7 June 2018, 17.30 - 19.30  
*Ibis Hotel, Southampton*

P1903  Thursday 7 February 2019, 19.00 - 21.00  
*The Portsmouth Academy*

British Values

One of the clear requirements on schools today is the promotion of British Values in order to help prevent pupils from being drawn into extremist radicalisation under the Prevent Duty and to prepare them for life in modern Britain. In this event we will explore:

- the issues that must be addressed according to DfE guidance;
- how Ofsted are inspecting schools in this regard;
- practical steps a school can make to support this agenda.

S1812  Monday 21 May 2018, 19.00 - 21.00  
*Ibis Hotel, Southampton*

P1837  Thursday 29 November 2018, 19.00 - 21.00  
*The Portsmouth Academy*
Leadership and Management - Day Workshop

This day workshop focusses on the core functions and purpose of governance and has the added advantage of combining several single course topics, namely Performance Management and Headteacher Appraisal, Finance, budgeting and value for money and elements of Strategic Direction and School Improvement. Additionally, we explore how the governing board can plan for its own development.

We will cover:

- developing an outstanding partnership between governors and the headteacher;
- Headteacher performance management, including staff appraisal;
- finance, budgeting and value for money;
- school development planning;
- chairing meetings and governing board development;
- succession planning.

S1823  Friday 28 September 2018, 09.30 – 15.30
Ibis Hotel, Southampton

P1833  Friday 16 November 2018, 09.30 – 15.30
The Portsmouth Academy

Developing Governor Skills & Competencies – Day Workshop

This day course focusses on developing the skills and competencies board members need to become highly effective. In recent years we have seen government legislation move towards requiring governing boards to be made up of skilled people and the introduction of the Competency Framework for Governance.

In this event, we explore the implications for recruitment and training of the board and cover some of the key skills required for effective governance and to handle the varied issues that may arise. The aim is to develop confidence in using these skills applied to governance. We will cover:

- Leadership and Management skills
- Strategic thinking skills
- Interpreting data skills
- Financial skills
- Diplomatic and Legal
- Human Resource/Personnel skills
- Social skills and Emotional Intelligence

S1817  Friday 15 June 2018, 09.30 - 15.30
Ibis Hotel, Southampton
**Leading your Governing Board (Parts 1 and 2)**

This two part course will show how both board and committee chairs can provide a working framework for effective governance in your school. It is open to any governors thinking about the leadership needs of their own board and wishing to develop their skills. A key strength of this course comes from the sharing of issues and practical solutions, not just by the tutor, but among the delegates themselves.

Part 1 explores the leadership a governing board needs to promote school improvement, and part 2 covers tools and strategies the chair can use to promote the most effective practice.

S1829  
Monday 29 October 2018, 19.00 – 21.00 (Part 1 of 2)  
Monday 5 November 2018, 19.00 – 21.00 (Part 2 of 2)  
*Ibis Hotel, Southampton*

P1907  
Tuesday 12 March 2019, 19.00 - 21.00 (Part 1 of 2)  
Tuesday 19 March 2019, 19.00 - 21.00 (Part 2 of 2)  
*The Portsmouth Academy*

**School Staff as Governors**

School staff become governors either by being elected as the staff governor or by being co-opted by the governing board. In either case, they tread a difficult path with its unique challenges. This event will explore their legal status, relationships with senior staff, issues of confidentiality and practical ways of managing this important role in a school.

P1813  
Thursday 24 May 2018, 19.00 - 21.00  
*The Portsmouth Academy*

S1834  
Wednesday 21 November 2018, 17.30 - 19.30  
*Ibis Hotel, Southampton*
Our work with Clerks

In addition to supporting members of the governing board, we provide training and development opportunities for Clerks.

Governors as well as clerks are welcome at this training. The content of the workshop is also a good session for a Clerk and Chair to attend together.

Developing excellence in Clerking – Day Workshop

This day course explores the essentials of effective clerking as well as more specific aspects of providing a full professional service to the board, including managing panels and hearings. It is suitable for both new clerks and those looking to develop their skills and competencies.

The course covers:

- the essentials for good clerking and good governance systems in a changing context:
- School Government Regulations, maintaining membership, planning the work, agendas and preparing excellent minutes;
- skills and confidence in giving legal and procedural advice to governing boards;
- linking governance to school improvement, providing appropriate leadership, and managing relationships and conflicts of interest;
- managing panels and hearings.

S1838 Tuesday 4th December 2018, 09.30 – 15.30
Ibis Hotel, Southampton

Our work with Academy Governors

We support academy school trustees, board members and members of local governing board and those considering a move to academy status.

The courses and workshops in this brochure are suitable for academy schools and trusts and can be accessed via a subscription or on a pay as you go basis. Additionally, where a school or trust has a more specific requirement unique to its structure, content can be adapted and delivered as a whole school board/trust session.

We welcome requests for training and/or support from both subscribing and non-subscribing academy schools/Trusts on any aspect of academy governance.

Contact us at info@solentgovernance.co.uk and we will be pleased to discuss your needs.
### Programme at a glance

#### Summer 2018 (April - July)

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<td>Mon 23 Apr, 17.30-19.30</td>
<td>Termly Briefing: Current Issues &amp; Networking</td>
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<tr>
<td>S1809a</td>
<td>Thurs 26 Apr, 18.30-21.00</td>
<td>Induction (Part 1 of 2)</td>
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<td>P1810</td>
<td>Wed 2 May, 19.00-21.00</td>
<td>Quality of Teaching, Learning &amp; Assessment</td>
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<td>S1809b</td>
<td>Thurs 3 May, 18.30-21.00</td>
<td>Induction (Part 2 of 2)</td>
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<td>P1811</td>
<td>Fri 4 May, 09.30-15.30</td>
<td>Induction (full day)</td>
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<td>S1812</td>
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#### Half term

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<td>P1814</td>
<td>Wed 6 June, 19.00-21.00</td>
<td>Performance Management &amp; HT Appraisal</td>
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<td>S1815</td>
<td>Thurs 7 June, 17.30-19.30</td>
<td>Pupil Premium, PE &amp; Sports Premium and Impact</td>
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<td>S1817</td>
<td>Fri 15 June, 09.30-15.30</td>
<td>Developing Governor Skills and Competencies (full day)</td>
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<td>S1818</td>
<td>Tues 19 June, 17.30-19.30</td>
<td>Strategic Direction and School Improvement</td>
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<td>P1819</td>
<td>Thurs 21 June, 19.00-21.00</td>
<td>Finance, Budgeting and Value for Money</td>
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<td>Weds 4 July, 19.00-21.00</td>
<td>Ofsted and Preparing for Inspections</td>
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<td>S1821</td>
<td>Fri 6 July, 09.30-15.30</td>
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#### Autumn 2018 (September - December)

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<tr>
<td>P1822</td>
<td>Mon 17 Sept, 17.30-19.30</td>
<td>Termly Briefing: Current Issues and Networking</td>
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<td>S1823</td>
<td>Fri 28 Sept, 09.30-15.30</td>
<td>Leadership and Management (day)</td>
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<td>S1824</td>
<td>Mon 1 Oct, 17.30-19.30</td>
<td>Performance Management &amp; HT Appraisal</td>
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<td>P1825a</td>
<td>Thurs 4 Oct, 18.30-21.00</td>
<td>Induction (Part 1 of 2)</td>
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<td>P1826</td>
<td>Tues 9 Oct, 17.30-19.30</td>
<td>Performance Management &amp; HT Appraisal</td>
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<td>S1827</td>
<td>Weds 10 Oct, 19.00-21.00</td>
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<td>Mon 29 Oct, 19.00-21.00</td>
<td>Leading your Governing Board (Part 1 of 2)</td>
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<td>Mon 5 Nov, 19.00-21.00</td>
<td>Leading your Governing Board (Part 2 of 2)</td>
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<td>S1830</td>
<td>Tues 6 Nov, 19.00-21.00</td>
<td>Finance, Budgeting and Value for Money</td>
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<td>S1831</td>
<td>Fri 9 Nov, 09.30-15.30</td>
<td>Induction (full day)</td>
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<td>Tues 13 Nov, 19.00-21.00</td>
<td>Ofsted and Preparing for Inspections</td>
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<td>P1833</td>
<td>Fri 16 Nov, 09.30-15.30</td>
<td>Leadership and Management (day)</td>
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<td>S1834</td>
<td>Weds 21 Nov, 17.30-19.30</td>
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<td>P1903</td>
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<td>Mon 4 Mar, 19.00-21.00</td>
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<td>P1907a</td>
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Further events may be added to this programme during the year and will be published on our website.

**Whole Governing Board training**

Individual subscribing schools are entitled to one in-house 2 hour whole governing board training session as part of the subscription offer.

We welcome requests for this style of training from subscribing and non-subscribing schools on any aspect of governance.

The essence of this training is that it is bespoke, tailored to meet your need. Choose from any of the titles in our programme of courses or talk to us about your particular requirement.

Contact us at [info@solentgovernance.co.uk](mailto:info@solentgovernance.co.uk) and we will be pleased to discuss your needs.
Guided Learning Walk training for Governors

This event is a practical training session that will enable your governing board to engage effectively with Learning Walks and school visits.

In order to develop their understanding of the school, there is an expectation that governors will visit their school from time to time. This focused, Guided Learning Walk training, conducted in your own school, is led by an experienced school leader, governor and trainer.

For this training session, there will not be a specific focus in terms of School Improvement or Learning and Teaching, rather a focus on understanding, discussing and practising the mechanics of a Walk so that the governing board can use them effectively in the future.

A Learning Walk will enable you to fulfil your statutory responsibility for the conduct of the school and focus on ‘the important matters’, increasing your governing board’s first-hand knowledge and helping to inform your strategic decision making.

The session will be negotiated in advance and tailored to your requirements but typically the Guided Learning Walk will:

- take about three hours while the school is in morning session;
- include a member of the school’s Senior Leadership Team (SLT) or a staff governor – desirable but not essential;
- include a pre-walk briefing of about one hour;
- visit classrooms and other areas for about an hour;
- conclude with a one hour session for reflection, discussion and future planning.

Dates and times are flexible to suit the school and the course participants, agreed in advance to fit in with the school’s calendar. It is carried out in your own school in agreement with the Headteacher.

Contact us at info@solentgovernance.co.uk and we will be pleased to discuss your needs.
Other services available from Solent Governance

Support and development
We offer support to help you develop or manage specific aspects of governance. This can be support to an individual member of the governing board, a group of governors or to the whole team.

Support includes:
• mentoring support for Chairs/aspiring Chairs;
• board meeting observation/review of working practices and feedback to improve effectiveness;
• Governor Mark assessment (or other Governing Board Accreditation Award) help and support to prepare for an application with the aim of gaining successful accreditation;
• writing up 3 case studies to demonstrate positive governing board impact;
• Headteacher Performance Management support as the External Advisor.

Contact us at info@solentgovernance.co.uk and we will be pleased to discuss your needs.

External Review of Governance
Many schools, either following a requirement from an Ofsted inspection or at the governing board’s own initiative, commission an External Review of Governance.

A Solent Governance external review follows a well tried and tested process based upon the Governor Mark (a national governance quality mark) approach with a focus on governing board impact on school improvement, as well as reviewing statutory issues.

Our External Review of Governance has three steps:
• review of papers, minutes and other documents;
• visit to the school to meet with governors with optional observation of meeting;
• session with the full governing board to present the report, feedback and advise on further steps for improvement.

Again, contact us at info@solentgovernance.co.uk and we will be pleased to discuss your needs.
Our training venues

We use two venues for our centre-based courses.

**The Ibis Hotel, Southampton**
9 West Quay Road
SOUTHAMPTON
SO15 1RA
Telephone: 023 8063 4463

7 minute walk from Southampton Central Railway Station, Western Esplanade. Free on-site parking for delegates.

**The Portsmouth Academy, Training and Learning Centre**
St Mary's Road
PORTSMOUTH
PO1 5PF
Telephone 023 9281 2822

16 minute walk from Fratton Railway Station, Selbourne Terrace, Portsmouth. Free on-site parking for delegates (access via one-way system, Shakespeare Road, then Manor Road, then Cowper Road).
Subscriptions and charges from April 2018

**Individual schools** – subscriptions are charged per individual school, based upon school size using the number on roll (NOR) as per the table below.

We are keen to support school collaboration by offering a discount on the subscription rates.

**Cluster schools (including federation/partnership schools)** – subscriptions are discounted for schools that are part of a cluster, federation or partnership arrangement when 3 or more schools in a cluster each apply for an individual subscription.

**Multi-Academy Trust (MATs) schools** - subscriptions are discounted for schools that are part of a multi-academy trust where there are 3 or more schools from the same MAT each apply for an individual subscription.

<table>
<thead>
<tr>
<th>Annual subscription: April 2018 – March 2019</th>
<th>Per school</th>
<th>Cluster/MAT rate per school</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number on roll (NOR) up to 120 pupils</td>
<td>£700</td>
<td>£630</td>
</tr>
<tr>
<td>Number on roll (NOR) 121 - 350 pupils</td>
<td>£985</td>
<td>£865</td>
</tr>
<tr>
<td>Number on roll (NOR) 351 pupils or more</td>
<td>£1100</td>
<td>£990</td>
</tr>
</tbody>
</table>

The following benefits are included when taking out an annual subscription:

- Unlimited access to all Solent Governance events detailed in this brochure;
- A whole governing board, in-house training session - 2 hours;
- Day conferences – 1 free place;
- Discount for subsequent whole governing board, in house training sessions;
- Discount for on-site support/development visits.

**SUBSCRIPTION SERVICE SUMMARY AND OTHER SERVICES**

<table>
<thead>
<tr>
<th>Other services: April 2018 – March 2019</th>
<th>School subscriber</th>
<th>Cluster/MAT subscriber</th>
<th>Pay as You Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre based training course place –2 hours</td>
<td>Included</td>
<td>Included</td>
<td>£75</td>
</tr>
<tr>
<td>Centre based training course place – whole day</td>
<td>Included</td>
<td>Included</td>
<td>£175</td>
</tr>
<tr>
<td>Day conference place</td>
<td>Included</td>
<td>Included</td>
<td>£160</td>
</tr>
<tr>
<td>Whole governing board, in-house training session first session - 2 hours</td>
<td>Included</td>
<td>Included</td>
<td>£450</td>
</tr>
<tr>
<td>Whole governing board, in-house training session, subsequent sessions - 2 hours</td>
<td>£425</td>
<td>£425</td>
<td>£450</td>
</tr>
<tr>
<td>On-site support/development visit – per hour</td>
<td>£75</td>
<td>£75</td>
<td>£85</td>
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<tr>
<td>On-site support/development visit – half day</td>
<td>£225</td>
<td>£225</td>
<td>£255</td>
</tr>
<tr>
<td>On-site support /development visit – whole day</td>
<td>£450</td>
<td>£450</td>
<td>£470</td>
</tr>
<tr>
<td>Review of Governance</td>
<td>£995</td>
<td>£995</td>
<td>£995</td>
</tr>
</tbody>
</table>

Prices are Excluding VAT

**PAY AS YOU GO (NON-SUBSCRIBER)**

Schools are welcome to access any of the training and support on a pay as you go basis if preferred; you can book and pay online via our website.
Billing and payment

Charges are as detailed in this brochure.

**Subscribers**
Annual subscription charges are payable to Solent Governance in advance of the start of the training year (or start of term in which subscription is taken out, if not the start of the year).

**How to take out an annual subscription**
1. Download a Subscription Order Form from our website (or contact us by email so we can send you the form)
2. Return the form by post or attach it in an email to us
3. Make your payment - post a cheque or make a payment electronically via our website. An invoice/receipt of payment will be sent to you on completion.

Part subscriptions are available and run from the beginning of any term.
Two terms will be charged at two thirds of the annual cost.
One term will be charged at one third of the annual cost.
Payment arrangements are as described above, and are payable in advance of the start of the first term.

**How to book onto courses** - simply go to our website and book your place.
Confirmation and joining instructions will be sent to you prior to the course start date.

Arrangements for ad hoc training and/or support can be made by email.
Charges will be payable at the time of booking.

**Non-subscribers/Pay as you go**
Schools are most welcome to access any of the training and support on a pay as you go basis.
Please email us to let us know your requirements so that we can discuss these with you.
Charges will be payable at the time of booking.
Payments are non-refundable although you may substitute an alternative delegate to attend.
Visit our website at:

www.solentgovernance.co.uk

Contact us:
Email: info@solentgovernance.co.uk
Tel: 07941 264332
Mail: Solent Governance
      PO Box 366
      Romsey
      SO51 1EB