

# SPRING TERM NEWSLETTER

JANUARY 2026



## S4S CHAIR AND VICE CHAIR BRIEFINGS

Our Training and Development Practitioner, Linda Evans, will be taking over the Chair and Vice Chair briefings and Safeguarding training from Jodie Richards in addition to the range of training she already delivers.

All are welcome to attend the S4S Chair and Vice Chair briefings held on:

- Monday 12 January 2026 10am
- Tuesday 13 January 2026 6pm

The following link can be used to book a place:

Services 4 Schools - Governor Training - Booking by Bookwhen



## S4S TRAINING – INTRODUCING THE TRAINERS!



**CLAIRE SNOW**

I am a FCCA qualified accountant with over 30 years in finance, having worked for over 14 years within schools and academies.

I joined S4S in September 2016 as Head of Service - Finance. During this time, I have played a pivotal role in developing and expanding the academy services. I work closely with our schools & trusts and therefore involved in all aspects of finance within the education sector, both operationally and strategically, working with both standalone academies and multi academy trusts. My previous roles have involved me working as a business consultant supporting and advising both start up and existing businesses and before this within public practice, I worked as an audit senior, where I trained and gained my accounting qualification.

to meet both their immediate challenges and long-term goals.

## PERMANENT EXCLUSIONS

A permanent exclusion is the most serious disciplinary measure a school can take. Typically reserved for the most serious breaches of conduct. This decision can have a significant and lasting impact on a student's education, it is also important to remember that schools are legally required to follow a clear process, ensuring that every case is considered fairly and that students and their families have a right to appeal.

Once a student is excluded the clerk must be informed who will then convene a panel of three Governors within 15 school days to consider the exclusion. All documentation will be compiled by the Headteacher and subsequently distributed to all relevant parties by the Clerk. It is essential that at least one Governor on the panel has prior experience in exclusions. If the Board lacks such expertise, S4S can provide appropriate exclusion training.

Following the meeting, Governors will deliberate and determine whether to uphold or rescind the exclusion. The Clerk will then formally notify the Headteacher, the Local Authority, and the parents of the decision.

If you require support in an exclusion or just further information, please get in touch with the Governance Team on 0333 772 1272, Ext 502.

## S4S GOVERNORS TEAM UPDATES

The Governors team at S4S have welcomed Laura Harman and Pam Dutton-Thompson as clerks during the autumn term.

Congratulations also to Stephanie Russell who has progressed to the role of School Governance Advisor.

At the end of the autumn term, we also said a said goodbye to our Head of Service, Jodie Richards. I am sure you will join us in wishing them all every success in their new roles!



# EFFECTIVE MINUTES

## Minutes should:

- Be concise and easy to understand
- Be written in past tense
- Capture key points and not detail every word contained in reports
- Clearly show Governor/Trustee questions in bold
- Clearly show decisions as resolutions
- Clearly show actions
- Be written in plain English
- Demonstrate the Board's effectiveness

## Minutes should not:

- Be written as narrative or story
- Be written in jargon or management language
- Contain personal opinions

## Headteachers and Chairs should check:

- For typos or grammatical errors
- That facts are correct
- That the minutes are clear, concise, easy to follow and capture the key points
- That challenge, actions and decisions are clearly recorded
- That acronyms are correct



# S4S 2025/26 TRAINING DATES

## WHAT'S GOING ON THIS TERM

Our 2025/26 training brochure has been shared with schools. Available courses and dates are all set. Take a look and book here...

<https://bit.ly/44zQB8v>

As a reminder, if you unable to attend a session please could you let us know, as this impacts on our trainers.

**MONDAY 12TH JANUARY 10AM – 11AM**

**CHAIR/VICE CHAIRS BRIEFING**

**TUESDAY 13TH JANUARY 10AM – 11AM**

**ADMISSION APPEALS – AN  
INTRODUCTION FOR PANEL  
MEMBERS**

**WEDNESDAY 14TH JANUARY 10AM – 11AM**

**A GOVERNOR'S GUIDE TO SAFEGUARDING &  
KCSIE UPDATES**

**WEDNESDAY 14TH JANUARY 5:30PM – 6:30PM**

**A GOVERNOR'S ROLE IN PUPIL EXCLUSIONS**

**THURSDAY 15TH JANUARY 6PM – 7PM**

**THE CHILDREN'S WELLBEING & SCHOOLS  
ACT 2025**

**TUESDAY 20TH JANUARY 5:30PM – 6:30PM**

**ACADEMY FINANCE FOR BEGINNERS**

**TUESDAY 20TH JANUARY 5:30PM – 6:30PM**

**VISION AND VALUES**

**WEDNESDAY 21ST JANUARY 10:30AM – 11:30AM**

**EFFECTIVE SCHOOL ENGAGEMENT WITH  
PARENTS/CARERS AROUND RSHE**

**WEDNESDAY 21ST JANUARY 6:15PM – 7:15PM**

**MEETING THE NEEDS OF PUPILS WITH  
SPECIAL EDUCATIONAL NEEDS AND  
DISABILITIES**

**THURSDAY 22ND JANUARY 10AM – 11AM**

**EFFECTIVE LINK GOVERNOR VISITS**

**WEDNESDAY 28TH JANUARY 10AM – 11AM**

**PRESENTING TO GOVERNORS' MEETINGS**

**WEDNESDAY 28TH JANUARY 5:30PM – 6:30PM**

**EFFECTIVE CHALLENGE**

**WEDNESDAY 28TH JANUARY 6:15PM – 7:15PM**

**THE SEND LINK GOVERNOR: ROLE &  
RESPONSIBILITIES**

**MONDAY 2ND FEBRUARY 6:30PM – 7:30PM**

**A GOVERNOR'S INTRODUCTION TO MENTAL  
HEALTH & EMOTIONAL WELLBEING IN  
SCHOOLS**

**TUESDAY 3RD FEBRUARY 5:30PM – 6:30PM**

**ADVANCED ACADEMY FINANCE**

**TUESDAY 3RD FEBRUARY 5:30PM – 6:30PM**

**ADVANCED SAFEGUARDING**

# TRAINING DATES

## WHAT'S GOING ON THIS TERM

**WEDNESDAY 4TH FEBRUARY 6:15PM – 7:15PM**

**UNDERSTANDING THE STATUTORY DUTIES OF GOVERNORS IN RELATION TO THE FOUR AREAS OF SEND**

**MONDAY 9TH FEBRUARY 10AM – 11AM**

**A GOVERNOR'S GUIDE TO ONLINE SAFETY**

**TUESDAY 10TH FEBRUARY 5:30PM – 7PM**

**A GOVERNORS ROLE IN SCHOOL IMPROVEMENT**

**THURSDAY 12TH FEBRUARY 6PM – 7:30PM**

**AN INSPECTOR CALLS...OFSTED INSPECTIONS DURING 2025/2026**

**THURSDAY 5TH FEBRUARY 5:30PM – 6:30PM**

**EFFECTIVE COMMUNICATION WITH PARENTS**

**TUESDAY 10TH FEBRUARY 10AM – 11:30AM**

**A GOVERNOR'S ROLE IN AN INDEPENDENT REVIEW PANEL**

**TUESDAY 10TH FEBRUARY 5:30PM – 7:30PM**

**CHAIR'S EFFECTIVENESS**

**THURSDAY 12TH FEBRUARY 6:30PM – 8PM**

**ANTI-BULLYING – A GOVERNORS INTRODUCTION**

**S4S Training** 

