Nottingham Roman Catholic
Diocesan Education Service

Local Governors' Training Handbook

2022 - 2023

OUR LADY OF LOURDES CATHOLIC MULTI-ACADEMY TRUST

St Ralph Sherwin Catholic Multi Academy Trust

ST THOMAS AQUINAS CATHOLIC MULTI-ACADEMY TRUST

Version 2

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FOREWORD

I am delighted to welcome you to our Local Governors' Training Handbook, updated for the academic year 2022-2023.

This year, our diocesan training will take place virtually. In order to assist local governors, we have also established a training pathway. For newly appointed local governors, this begins with induction both at school and CMAT level.

SCHOOL INDUCTION

Meeting with Chair of Governors
Meeting with Headteacher

CMAT INDUCTION

Safeguarding
PREVENT
GDPR

Following this, our training is offered at three different levels.

DIOCESAN TRAINING

Level 1 - Developing
New governors and those who would welcome a 'refresher' on the basics of local governance in a CMAT within the Diocese of Nottingham.

Level 2 - Embedding
Local governors who are well established and ready to reflect upon and deepen their effectiveness.

Level 3 - Advancing
Local governors who are highly experienced. Chairs and Vice-Chairs of Governors and those in a position to support other local governors.

On behalf of Bishop Patrick McKinney, I would like to thank you very much for your generous support and for the vital role that you play in ensuring that our schools remain Christ-centred worshipping communities.

Peter Giorgio
Director of Education

TABLE OF CONTENTS

DEVELOPING

What is Catholic Life and Mission?

The Role of the Local Governing Body in a CMAT - Part 1

The Role of the Local Governing Body in a CMAT - Part 2

Getting to Grips with 'Trust Governor'

The role of the Local Governing Body in Monitoring and Evaluation

Engaging with Stakeholders

EMBEDDING

Preparing for Catholic Schools Inspection

Preparing for OFSTED Inspection

Monitoring and Evaluating Catholic Life and Mission

Primary Religious Education

Relationships and Sex Education in a Catholic School

Understanding Data

Performance Management - The Role of Local Governors

Recruitment - The Role of Local Governors

TABLE OF CONTENTS

ADVANCING

Being the Chair or Vice-Chair

School Exclusions - Training for Everyone PART 1/2

School Exclusions - Training for Everyone PART 2/2

The A-Z of managing school complaints for governors

SELF-STUDY

Catholic Foundation Stones

Formatio Training for Governors

CES - RSHE Training

DEVELOPING

WHAT IS CATHOLIC LIFE AND MISSION?

Course Content / Overview

Catholic Life and Mission is the focal point for our Catholic schools. For local governors, the promotion and development of Catholic Life and Mission is the first priority.

But what exactly is it? Religious Education and Collective Worship may sometimes feel easier for us to define. Catholic Life and Mission is, essentially, everything else through which the Catholic ethos permeates; there is therefore lots of scope for local governors to really 'get under the skin' of what the school is all about in its Catholic mission.

This session will assist governors in promoting a shared understanding of what exactly we mean by Catholic Life and Mission.

Dates & Times — VIRTUAL

Monday 19 September 2022	7.00pm - 8.30pm
Monday 13 March 2023	7.00pm - 8.30pm

DEVELOPING

THE ROLE OF THE LOCAL GOVERNING BODY IN A CMAT - PART 1

Course Content / Overview

This is the first of two recently revised 'induction' modules for new local governors (or for local governors who would like to refresh their understanding of some of the basics of governance). It will cover the following elements:

- Understanding the context of Catholic education in the Diocese of Nottingham
- Understanding the governance systems of a MAT and specifically a diocesan CMAT
- Understanding the expectations on local governors
- Understanding the role of local governance within a CMAT structure
- Ensuring that, as local governors, we focus on the right things

Dates & Times — VIRTUAL

Wednesday 19 October 2022	7.00pm - 8.30pm
Monday 7 November 2022	7.00pm - 8.30pm
Monday 24 April 2023	7.00pm - 8.30pm
Wednesday 17 May 2023	7.00pm - 8.30pm

DEVELOPING

THE ROLE OF THE LOCAL GOVERNING BODY IN A CMAT - PART 2

Course Content / Overview

This is the second of our recently revised 'induction' modules for local governors. It will include discussion on the following areas:

- Understanding the nature of monitoring and evaluation especially in the context of the school development/improvement plan
- How local governors are asked to both challenge and support school leaders
- Understanding how local governors can ask challenging questions of school leaders

Dates & Times — VIRTUAL

Monday 14 November 2022	7.00pm - 8.30pm
Monday 28 November 2022	7.00pm - 8.30pm
Monday 12 June 2023	7.00pm - 8.30pm
Wednesday 28 June 2023	7.00pm - 8.30pm

DEVELOPING

GETTING TO GRIPS WITH 'TRUST GOVERNOR'

Course Content / Overview

An interactive training session where delegates will be 'walked through' how to:

- Log in to Trust Governor
- Access the Trust Governor calendar
- Accept and send apologies for meeting invitations
- Access meeting agendas, minutes and related documents
- Access stored policies and other documents
- Carry out the individual skills audit
- Complete the individual training log

Dates & Times — VIRTUAL

Wednesday 5 October 2022	7.00pm - 8.30pm
Tuesday 31 January 2023	7.00pm - 8.30pm

DEVELOPING

THE ROLE OF THE LOCAL GOVERNING BODY IN MONITORING AND EVALUATION

Course Content / Overview

In this session we will explore the role of local governors in the process of school monitoring and evaluation, aiming to answer the following questions:

- How well do we know our own schools - and where can we find out more?
- What does 'monitoring and evaluation' mean for local governors?
- What does an effective plan look like for governor monitoring and evaluation?
- How can local governors offer both challenge and support to headteachers and senior leaders?
- How can we plan ahead for improvement?

Dates & Times — VIRTUAL

Monday 3 October 2022	7.00pm - 8.30pm
Wednesday 8 February 2023	7.00pm - 8.30pm

DEVELOPING

ENGAGING WITH STAKEHOLDERS

Course Content / Overview

In this session will explore the role of local governors in relation to engaging a range of stakeholders, aiming to answer the following questions:

- Who are our stakeholders?
- How do we relate to and gather information from our stakeholders?
- What do we do with the information we glean from our stakeholders?
- How do we plan ahead for improvement?

Dates & Times — VIRTUAL

Wednesday 7 December 2022	7.00pm - 8.30pm
Monday 23 May 2023	7.00pm - 8.30pm

EMBEDDING

PREPARING FOR CATHOLIC SCHOOLS INSPECTION

This is a session for all governors to outline the new Catholic School Inspection system which is being launched this academic year.

Course Content / Overview

This session will help governors to understand more about the Catholic School Inspection process.

- Why do our schools have an inspection as a Catholic school, in addition to an Ofsted inspection?
- What is a Catholic School Inspection - and how does it differ from the previous framework?
- How is it carried out?
- What role do local governors play in the process?

Dates & Times — VIRTUAL

Wednesday 2 November 2022	7.00pm - 8.30pm
Wednesday 22 March 2023	7.00pm - 8.30pm
Monday 19 June 2023	7.00pm - 8.30pm

EMBEDDING

PREPARING FOR OFSTED INSPECTION

Course Content / Overview

This session will provide an overview of Ofsted's Education Inspection Framework. It will help local governors to understand more about how Ofsted inspections are carried out, what inspectors will be looking for and how governors can feel more prepared.

Dates & Times — VIRTUAL

Thursday 22 September 2022	7.00pm - 8.30pm
Thursday 09 March 2023	7.00pm - 8.30pm

EMBEDDING

MONITORING AND EVALUATING CATHOLIC LIFE AND MISSION

Course Content / Overview

If we place Catholicity at the heart of all we do in our schools, we need to know if we have, and, most importantly, if we are being successful at it. This is where the monitoring and evaluation of Catholic Life and Mission fits into the programme of activity for local governors.

The session will assist local governors to consider:

- The extent to which the mission of the school is known and understood by all members of the school family
- The commitment of leaders and local governors
- The school's priorities and the context of these
- Current and recent school improvement plans in relation to Catholic Life and Mission
- Professional development
- The support from, and partnership with, the parent body
- Response to and engagement with the diocese and parish/es
- The extent to which school policies and practices reflect the Catholic Life and Mission of the school
- How the school supports charities and acts to promote the principles of Catholic social teaching

Dates & Times — VIRTUAL

Wednesday 23 November 2022	7.00pm - 8.30pm
Monday 6 February 2023	7.00pm - 8.30pm
Wednesday 10 May 2023	7.00pm - 8.30pm

EMBEDDING

PRIMARY RELIGIOUS EDUCATION

Course Content / Overview

This session will enable local governors to develop their understanding of how Religious Education is taught and assessed at primary level. It will include an overview of the primary Religious Education programme, *Come and See*.

Local governors will also learn more about how Religious Education is assessed and what the expectations are for our children as they move through the primary phase.

Dates & Times — VIRTUAL

Wednesday 9 November 2022	7.00pm - 8.30pm
Wednesday 1 February 2023	7.00pm - 8.30pm
Wednesday 26 April 2023	7.00pm - 8.30pm

EMBEDDING

RELATIONSHIPS AND SEX EDUCATION IN A CATHOLIC SCHOOL

Course Content / Overview

The Government's revised requirements for schools on the teaching of Relationships, Sex and Health Education became statutory from September 2021. This session will assist local governors in understanding what these requirements are and, most importantly, how these should be delivered in a Catholic school. There will be opportunities in this session to discuss these issues further at both primary and secondary level.

Dates & Times — VIRTUAL

Monday 21 November 2022	7.00pm - 8.30pm
Monday 15 May 2023	7.00pm - 8.30pm

EMBEDDING

UNDERSTANDING DATA

Course Content / Overview

So many acronyms are used in the world of education! This is particularly true in terms of understanding how well pupils and students are learning. This session will assist local governors in their understanding of the terminology used to describe academic standards. It will also help local governors to better understand the context of their school through looking at the assessment information gathered by school leaders throughout the year. Finally, there will be an introduction to the ISDR (Inspection Data Summary Report) produced by Ofsted and how local governors can formulate meaningful and incisive questions on data.

Dates & Times — VIRTUAL

Wednesday 14 December 2022	7.00pm - 8.30pm
Wednesday 14 June 2023	7.00pm - 8.30pm

EMBEDDING

PERFORMANCE MANAGEMENT
- THE ROLE OF LOCAL GOVERNORS

Course Content / Overview

This session will assist local governors to understand their role in the performance management process. Whilst the local governing body is not responsible for the performance management of the headteacher, it does have an important role to play in ensuring that performance management is carried out for members of the school's staff and that this is carried out in a meaningful and developmental way.

Dates & Times — VIRTUAL

Monday 31 October 2022	7.00pm - 8.30pm
Monday 6 March 2023	7.00pm - 8.30pm

EMBEDDING

RECRUITMENT
- THE ROLE OF LOCAL GOVERNORS

Course Content / Overview

This session will assist local governors to understand their role in the recruitment process. Whilst the local governing body is not responsible for making the final decisions around recruitment, it is important for local governors to understand and be included in discussions around staff selection and appointment.

Dates & Times — VIRTUAL

Wednesday 16 November 2022	7.00pm - 8.30pm
Monday 20 March 2023	7.00pm - 8.30pm

ADVANCING

BEING THE CHAIR OR VICE-CHAIR

Course Content / Overview

This session is aimed at providing future (or recently appointed) chairs and vice-chairs of local governing bodies to become more confident in their role. It will include content on:

- What the role of chair and vice-chair involves
- Developing effective relationships with the headteacher, senior leaders, members of the local governing body, the clerk and the Chair of the Trust Board
- The elements of good meetings

Dates & Times — VIRTUAL

Monday 26 September 2022	7.00pm - 8.30pm
Monday 27 February 2023	7.00pm - 8.30pm

ADVANCING

SCHOOL EXCLUSIONS - TRAINING FOR EVERYONE

Course Content / Overview

This two-part course will take staff colleagues and governors, from a wide number of roles, through the exclusion process, highlighting the legal requirements and suggesting ways to approach effective meetings and clarity in paperwork.

Dates & Times — VIRTUAL

Session 1	Wednesday 1 March 2023	7.00pm - 8.30pm
Session 2	Wednesday 8 March 2023	7.00pm - 8.30pm

PLEASE NOTE THAT ATTENDANCE IS REQUIRED AT BOTH SESSIONS

ADVANCING

THE A-Z OF MANAGING SCHOOL COMPLAINTS FOR GOVERNORS

Course Content / Overview

Managing complaints can feel like a huge burden for headteachers, governors and complaints coordinators. The DfE guidance sets out clear expectations for how schools and trusts should respond to complaints. Managing and understanding the interaction between different obligations can all have a bearing on how to manage a parental complaint.

Dates & Times — VIRTUAL

Thursday 19 January 2023	7.00pm - 8.30pm

SELF-STUDY

CATHOLIC FOUNDATION STONES

Exploring the basics of the Faith

The programme, 'Catholic Foundation Stones' is a basic introduction to the Catholic faith. It is free of charge open to all staff, directors and local governors in our schools, for example:

- Colleagues from all faith backgrounds or none who are interested in learning something about the Catholic faith;
- Colleagues who wish to deepen their knowledge of the Catholic faith;
- Colleagues who are returning to the practice of their faith;
- Colleagues who may be interested in becoming Catholics.

Catholic Foundation Stones is structured around the four pillars of the Catechism of the Catholic Church:

- The faith we profess (the Creed – a statement of what we believe);
- The faith we celebrate (the Sacraments);
- The faith we live (the moral life);
- The faith we pray (prayer and the spiritual life).

The programme comprises twelve sessions in total which will be delivered throughout the academic year (four sessions per term). Sessions will last for one hour; they will be delivered informally and will include some input, time for reflection and prayer and opportunities to engage in discussion. Nobody will be tested or 'made' to contribute! (You will be able to join at any point during the year).

Session titles are as follows:

- Session 1 – Introducing the Catholic Faith
- Session 2 – God's Revelation and God the Father and Creator
- Session 3 – God the Son: Jesus Christ
- Session 4 – God the Holy Spirit; Mary and the Saints
- Session 5 – The Church
- Session 6 – Liturgy; the Liturgical Year and the Sacraments
- Session 7 – The Sacraments of Baptism and Confirmation
- Session 8 – The Sacrament of the Eucharist
- Session 9 – The Sacraments of Reconciliation and Anointing of the Sick
- Session 10 – The Sacraments of Marriage and Ordination
- Session 11 – Living a Christian Life
- Session 12 – Prayer

SELF-STUDY

CATHOLIC FOUNDATION STONES

- An introduction to the Catholic faith for all members of staff, directors and local governors who would benefit from learning more about the faith that underpins the school in which they work
- Structured around the four sections of the Catechism of the Catholic Church
- An opportunity to further explore and discuss various aspects of the Catholic faith
- A series of 4 one-hour sessions each term

ADVENT TERM	VIRTUAL
Tuesday 27 September 2022	4.00pm - 5.00pm
Tuesday 11 October 2022	4.00pm - 5.00pm
Tuesday 15 November 2022	4.00pm - 5.00pm
Tuesday 06 December 2022	4.00pm - 5.00pm

LENT TERM	VIRTUAL
Tuesday 24 January 2023	4.00pm - 5.00pm
Tuesday 07 February 2023	4.00pm - 5.00pm
Tuesday 07 March 2023	4.00pm - 5.00pm
Tuesday 28 March 2023	4.00pm - 5.00pm

PENTECOST TERM	VIRTUAL
Tuesday 25 April 2023	4.00pm - 5.00pm
Tuesday 16 May 2023	4.00pm - 5.00pm
Tuesday 06 June 2023	4.00pm - 5.00pm
Tuesday 04 July 2023	4.00pm - 5.00pm

SELF-STUDY

FORMATIO TRAINING FOR GOVERNORS

This free online training resource for all governors of your Catholic school, designed by the Catholic Education Service, is now available.

The training is for all those involved in governance in schools and is for all abilities and experience.

The training consists of a series of modules but we suggest the first three modules for local governors in the Diocese of Nottingham.

An introduction to Catholic education
The environment of a Catholic school
Strategic Leadership
Accountability

You can access the training at:
https://www.formatio.org.uk/e-learning

SELF-STUDY

CES - RELATIONSHIPS, SEX AND HEALTH EDUCATION

There are six Modules, which each contain several units. You can choose to complete all six Modules and receive accreditation for the course from the Catholic Education Service. Or you can choose the non-accredited route and complete only the Modules and Units that you want to learn about.

Module structure

- Each Module should take no more than 20 minutes to complete
- You can choose to deepen your understanding on any particular Module through suggested further reading and links to other resources
- You can save your progress as you go along. That means you don't need to complete a module all in one go!

At the end of the course

- You'll understand the new statutory requirements for teaching Relationships, Sex and Health Education and some key principles for applying these in a Catholic context
- You'll have had the chance to think about how the new requirements relate to you and your pupils, as well as their parents
- You'll have been introduced to Catholic Educational material – including a model curriculum cited as an example of good practice – and resource lessons that meet the new requirements

You can access the training at:
https://rsetraining.catholiceducation.org.uk/courses/

BOOKING INFORMATION

MAKING A BOOKING

Please visit www.bookwhen.com/nrcdes and follow the screen instructions to reserve your place at any NRCDES event. A 'How to' guidance note is available on the home page (www.bookwhen.com/nrcdes) for your reference. The process is very similar to online shopping..... just put the places you want in your basket and checkout!

CANCELLING / AMENDING A BOOKING

To cancel your online booking please contact us on:

coursebookings@nottingham-des.org.uk

Should you wish to adjust a booking (e.g. to change a delegate), please contact us.

For any queries or if you need assistance, please contact us on 01332 293833

ANNUAL PLANNER

SEPTEMBER 2022

19/09/2022	What is Catholic Life and Mission?	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
22/09/2022	Preparing for Ofsted Inspection	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
26/09/2022	Taking the Chair	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	ADV
27/09/2022	Advent Term - Catholic Foundation Stones (Session 1)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	SS

OCTOBER 2022

03/10/2022	The Role of the Local Governing Body in Monitoring & Evaluation	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
05/10/2022	Getting to Grips with 'Trust Governor'	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
11/10/2022	Advent Term - Catholic Foundation Stones (Session 2)	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	SS
31/10/2022	Performance Management - The Role of Local Governors	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB

NOVEMBER 2022

02/11/2022	Preparing for Catholic Schools Inspection	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
07/11/2022	The Role of the Local Governing Body in a CMAT - Part 1	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
09/11/2022	Primary Religious Education	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
14/11/2022	The Role of the Local Governing Body in a CMAT - Part 2	7.00pm	8.00pm	VIRTUAL - Microsoft Teams	DEV
15/11/2022	Advent Term - Catholic Foundation Stones (Session 3)	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	SS
16/11/2022	Recruitment - The Role of Local Governors	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
21/11/2022	Relationships and Sex Education in a Catholic School	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
23/11/2022	Monitoring and Evaluating Catholic Life and Mission	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
28/11/2022	The Role of the Local Governing Body in a CMAT - Part 2	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV

DECEMBER 2022

06/12/2022	Advent Term - Catholic Foundation Stones (Session 4)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	SS
07/12/2022	Engaging with Stakeholders	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
14/12/2022	Understanding Data	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB

ANNUAL PLANNER

JANUARY 2023

19/01/2023	The A-Z of Managing School Complaints for Governors	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	ADV
24/01/2023	Lent Term - Catholic Foundation Stones (Session 5)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	SS
31/01/2023	Getting to Grips with 'Trust Governor'	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	SS

FEBRUARY 2023

01/02/2023	Primary Religious Education	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
06/02/2023	Monitoring and Evaluating Catholic Life and Mission	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
07/02/2023	Lent Term - Catholic Foundation Stones (Session 6)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	SS
08/02/2023	The Role of the Local Governing Body in Monitoring & Evaluation	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
27/02/2023	Taking the Chair	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	ADV

MARCH 2023

01/03/2023	School Exclusions - Training for Everyone	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	ADV
06/03/2023	Performance Management - The Role of the Local Governors	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
07/03/2023	Lent Term - Catholic Foundation Stones (Session 7)	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	SS
08/03/2023	School Exclusions - Training for Everyone	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	ADV
09/03/2022	Preparing for Ofsted Inspection	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
13/03/2023	What is Catholic Life and Mission?	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
20/03/2023	Recruitment - The Role of Local Governors	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
22/03/2023	Preparing for Catholic Schools Inspection	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
28/03/2023	Lent Term - Catholic Foundation Stones (Session 8)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	SS

APRIL 2023

24/04/2023	The Role of the Local Governing Body in a CMAT - Part 1	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
25/04/2023	Pentecost Term - Catholic Foundation Stones (Session 9)	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	SS
26/04/2023	Primary Religious Education	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB

ANNUAL PLANNER

MAY 2023

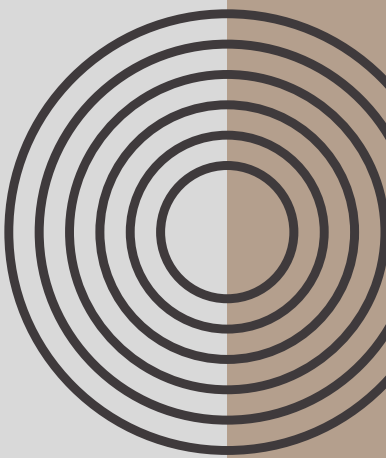
10/05/2023	Monitoring and Evaluating Catholic Life and Mission	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
15/05/2023	Relationships and Sex Education in a Catholic School	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
16/05/2023	Pentecost Term - Catholic Foundation Stones (Session 10)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	SS
17/05/2023	The Role of the Local Governing Body in a CMAT - Part 1	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
23/05/2023	Engaging with Stakeholders	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV

JUNE 2023

06/06/2023	Pentecost Term - Catholic Foundation Stones (Session 11)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	SS
12/06/2023	The Role of the Local Governing Body in a CMAT - Part 2	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV
14/06/2023	Understanding Data	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
19/06/2023	Preparing for Catholic Schools Inspection	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	EMB
28/06/2023	The Role of the Local Governing Body in a CMAT - Part 2	7.00pm	8.30pm	VIRTUAL - Microsoft Teams	DEV

JULY 2023

04/07/2023	Pentecost Term - Catholic Foundation Stones (Session 12)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	SS



NOTES

Nottingham Roman Catholic Diocesan Education Service
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OUR LADY OF LOURDES
CATHOLIC MULTI-ACADEMY TRUST

St Ralph Sherwin
Catholic Multi Academy Trust

ST THOMAS AQUINAS
CATHOLIC MULTI-ACADEMY TRUST