**GOVERNOR SERVICES TRAINING PROTOCOL**

When attending Governor Training:

1. If you are unable to attend please ensure you send apologies well in advance. If possible, contact your clerk to see if another governor can take your place.
2. Seminars are scheduled for two hours, either 12.30-2.30pm or 7.00-9.00pm. Please ensure you arrive promptly.
3. Ensure you sign the attendance sheet provided. The information from this sheet is recorded on our database and included in the termly training records sent to Clerks. These can be used as evidence in Ofsted Inspections. Your signature is our record of your attendance.
4. Complete the evaluation sheet. The information on this is used to reflect on future training events in order to continuously improve the service that we offer . The marks and comments are input onto an Evaluation Report Sheet sent to the tutor also so that they can amend their presentations where appropriate.
5. Due to the time constraint of each seminar, tutors plan their training to cover the two hours. The majority of tutors will have a Question and Answer session at the end of their training seminar. Please can you refrain from asking lots of questions throughout the session unless the tutor specifically requests this. Attendees will be given a copy of the slides in a format suitable for note taking. Jot your question down as you think of it. If the answer is not given later during the seminar, you can then ask it during the Q&A session. If you have any questions you would like to raise with the tutor after the seminar, please email them to Governor Services on [governorservices@ solihull.gov.uk](mailto:governorservices@solihull.gov.uk). We will ensure an answer is sent to you as soon as possible.