

# GOVERNANCE &LEADERSHIP

# ONLINE TRAINING COURSES 2021

- Understanding Governance-Stage 1 and 2
- Board Leadership-Stage 1 and 2
- Risk Management for Trustees
- Finance for Trustees

- Introduction to Anti-Racism in Charities
- The Art of Being an Effective Chair
- Digital Training for Good Governance





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# **TRAINING DATES** The following courses are currently scheduled to take place online

## THE ART OF BEING AN EFFECTIVE CHAIR

Takes place over two mornings

14-15th Oct 2021

# INTRODUCTION TO ANTI-RACISM IN CHARITIES

Takes place over two mornings

8-9th June 2021

## **BOARD LEADERSHIP STAGE 1**

Takes place over two mornings

18-19th Nov 2021

## **BOARD LEADERSHIP STAGE 2**

Takes place over two mornings

21st-22nd June 2021

2nd-3rd Dec 2021

# DIGITAL TRAINING FOR GOOD GOVERNANCE

Takes place over two mornings

24-25th June 2021

28-29 Oct 2021

## **FINANCE FOR TRUSTEES**

One full-day

30th June 2021

21st Oct 2021

## **RISK MANAGEMENT**

One full-day

15th June 2021

25th Nov 2021

## **UNDERSTANDING GOVERNANCE STAGE 1**

Takes place over two mornings

17-18th June 2021

12-13th July 2021

9-10th Sept 2021

9-10th Nov 2021

## **UNDERSTANDING GOVERNANCE STAGE 2**

Takes place over two mornings

15-16th July 2021

11-12th Nov 2021

# THE ART OF BEING AN EFFECTIVE CHAIR

The role of the chair of the board or a committee is more demanding and can be more complex than most people realise. This course will help you to chair well and to ensure that board governs effectively and that board committees add value to the governance process. Scenarios and case studies help develop skills in practical ways.

Couseful to hear this combination of stories and tactics both from Dorothy and from colleagues in the room.

Noelle Rumball, Chair, University of Bristol



### Part A

9.55am	Log in to ensure prompt start at 10am
10.00am	Introductions
	Fundamentals of governance  • What every chair of the board or every chair of a committee needs to have a deep understanding of Role of chair  • The chair's role  • Requirements of the role  • Characteristics of a good chair  • Do's and Don'ts
11.00am	Break
11.10am	Relationship of chair with trustees  • Keeping board/committee members engaged and interested in governance Planning:  • Planning the work of the board and committees  • Agendas  • Preparing for meetings  • Basic rules for Board & Committee papers
12.15pm	Lunch
12.45pm	Planning: Meetings Actions before and after meetings The art of chairing a meeting
2.00pm	End

### PART B

9.55am	Log in to ensure prompt start at 10am
10.00am	Case study
	Re-join Getting behaviours right at meetings Dealing with conflict including difference between tension and conflict Relationship with CEO and staff Getting the right balance between support and challenge Julia Unwin's 5S model for high performance boards/committees Meetings without staff
12.30pm	End

# **INTRODUCTION TO ANTI-RACISM IN CHARITIES**

### **BRAND NEW FOR 2021**

This course is a perfect introduction for senior leaders and trustees to learn and plan how to work towards race equity in their organisation's culture, practice and services.

Over two mornings, you will learn to:

- Understand key race equity concepts and terminology
- Understand the context and need for this work within our sector
- Assess where your organisation is on its iourney towards race equity.
- Explore creating a compelling race equity vision
- Begin to set tangible goals.

The tools used in this programme will be shared so that you can use them with your own boards and teams to engage them in this shared journey towards race equity.

### Day 1

9.55am	Log in to ensure prompt start at 10am
10.00am	Introductions and tech rules Purpose of the 2 sessions and intro to today Framing: Get comfortable being uncomfortable
10.30am	Brief intro to definitions: racism, institutional / systemic / structural racism, interpersonal racism, non-racism, anti-racism What is privilege? What are microaggressions? Where is the sector at? Some stats and quotes from the sector
1.00pm	End

NOTE: There will be a short comfort break at about 11.30am

### Day 2

9.55am	Log in to ensure prompt start at 10am
10.00am	Introductions and tech rules Purpose of the 2 session and intro to today Framing: Get comfortable being uncomfortable
10.30am	Assessing where your organisation is on its journey towards race equity, Creating a compelling race equity vision Setting tangible goals. Using these tools with staff or trustee teams Commitment setting
12.30pm	End



# **BOARD LEADERSHIP**

### STAGE 1:

## HIGH-PERFORMANCE BOARDS

Taking place over two mornings, this course is for new and experienced chairs and chief executives (ideally attending together). The course is designed to help you in your role of building a high-performance board, delivering valuable insights into the key areas of responsibility for chairs and CEOs and providing you with ideas to keep your board moving forward.

Nice to recap the basics but I also learnt so much throughout the day!

Amy Martin, CEO/Chair, Queen Ethelburga's Collegiate

Book onto Board leadership stage 1 and get 30% off stage 2\*



\*You must be a registered charity and a *Governance* & *Leadership* subscriber to receive this offer

### Part A

art A	
9.55am	Log in to ensure prompt start at 10am
10.15am	Brief Introductions The changing environment in which trustees and charities have to operate Ensuring a deep understanding by Chair and CEO of the fundamentals
	of governance.
	Role and expectations of chairs
	the chair's leadership role
	what the chair cannot do - limitations on the chair's role
	respecting the collective authority and responsibility of trustees
	Ensuring boards fulfil their governance role:
	Trustees' role and the chair's and CEO's relationship with trustees
	Success and failure of organisations - the link with governance
	Two different models of governance and what each has to offer.
	The three key strands of governance: corporate/fiduciary; strategic and impact.
	Making informed decisions:
	• Ensuring the board gets the information it needs for good governance.
	When too much detail is dangerous – when detail could be important
	What should be in a CEO's report to the board
	What constitutes a good proposal to the board
	Basic rules for board papers
	The chair's and CEO's role in quality controlling board papers
	Making sure your board is addressing the right issues
	Why well-crafted agendas are so important.

### 2.00pm End

### PART B

You will be provided with a case study to read prior to joining this session.

9.55am	Log in to ensure prompt start at 10am
10.00am	Case study
	Break
	Chair/CEO and CEO/board relationship:  • Ensuring the board can hold the CEO to account without meddling in management  • Building a successful chair/CEO relationship  Behaviours that can damage the relationship.  Refreshing the board and finding new trustees  • providing support to and ensuring new trustees become effective as quickly as possible.  • Open session - a chance to raise any other governance issues
12 Z0nm	End

 Why planning is vital to help boards fulfil their duties and responsibilities, and stick to their governance role

# **BOARD LEADERSHIP**

# STAGE 2: PRACTICAL BOARD SOLUTIONS

Designed to provide chairs and chief executives who are experienced in their role, or have already attended our stage 1 course, with practical board solutions. This course addresses high-level board leadership and behavioural issues, enabling you to develop a high-performing board.

applicable to improving board leadership and therefore the experience of my fellow trustees.

Alasdair Paterson, Chair of Board on Trustees, The Mount Camphill Community

### Part A

9.55am	Log in to ensure prompt start at 10am
10.00am	Brief Introductions
10.00am	Brief reminder of the fundamentals of governance. Complexities of conflicts of interest.
	Board committees  • Making sure all committees add value to governance:  • Governance structures  • Reporting back and reviewing committee effectiveness  Each committee's role in risk identification and risk management.  CEO remuneration  • Getting it right  • Being able to defend the board's remuneration policy  Succession planning  • Planning for predicted as well as unexpected departures of key people including the CEO and chair.
2.00	

NOTE: There will be a short 10 minute comfort break at about 11.30am and a 30-minute lunch break at about 12.30pm

### PART B

9.55am	Log in to ensure prompt start at IVam
10.00am	Case study
	Break
	Chair/CEO and CEO/board relationship: Ensuring the board can hold the CEO to account without meddling in management Building a successful chair/CEO relationship Behaviours that can damage the relationship. Refreshing the board and finding new trustees providing support to and ensuring new trustees become effective as quickly as possible.
	Open session - a chance to raise any other governance issues
12.30pm	End



# **DIGITAL TRAINING FOR GOOD GOVERNANCE**

Day 1

9.30am

faced during the crisis

Digital and the COVID-19 crisis is changing the way charities fundraise, deliver services and communicate, and creates new opportunities and challenges for trustees. Taking place over two mornings, this course is packed with insights to help you understand which digital trends are most critical for good governance, how to manage risk, and what every charity board should be doing to delegate digital effectively during the pandemic. Everything you learn will help your charity improve sustainability now and post pandemic.

9.50am What does digital really mean and what does it encompass? • What happens if we don't adapt? (key stats) What is digital governance? Tips for effective virtual board meetings Assess where your charity is at with digital (exercise) 10.50am Coffee Where are charities at with digital? Key stats and trends Case studies and discussion • Exercise- 5 minute guiz to check what you've learned! Action plan: apply what you've learned today by creating a digital action plan for your board Scene setting for workshop 2 • Plenary and close 12.30pm Close Day 2

Introductions and icebreaker- biggest digital decision your board has

digital course. Have taken away many actions – very enjoyable and informative, particularly the delegate/course leader experiences.

Helen Elliot, CEO, Herts Young Homeless

9.30am	Icebreaker
9.50am	Resourcing and decision making  How to make the right decisions about investment Finding digitally skilled trustees and executive staff Where can charities get funding for digital transformation? Other means of funding Discussion and checkin- what have you learned? Add ideas to board action plan
10.20am	Managing digital risk  Case studies of where digital has gone wrong for charities and what board can learn from them  Topical examples • How to avoid pitfalls  Managing data, reputation, challenges, and how to anticipate risk  Discussion and checkin- what have you learned?  Add ideas to board action plan
11.10am	Coffee
11.20am	Digital governance toolkit Asking the right questions • How to tackle digital at board meetings Delegation and reporting • Scenario planning Policies • Cybersecurity • Discussion and exercises Planning for the future and key trends
12.00pm	Exercise: finishing your digital action plan for your board and group discussion
12.25pm	Sharing useful resources • Plenary and close
12.30pm	Session closes



# **FINANCE FOR TRUSTEES**

This one-day training course will provide you with the knowledge and confidence to monitor and question financial information, and make major decisions jointly with others regarding financial planning and major expenditure for your charity.

delivered with applicable examples to provide context.

Kevin Barton, Association for Project Managers

10.00am	Introductions and charity sector background
10.15am	Accounts  • What is a SORP?  • What's unusual in charity accounting?  • How to understand charity accounts
11.30am	Refreshment break
12.15pm	Annual reporting – public benefit and reserves  • What should be in annual reports?  • Trustees' responsibilities
12.45pm	Lunch break
1.30pm	Budgets & Financial information for trustees  Essential elements of a good budget  Importance of setting financial targets, trend analysis, risk assessment etc
2.00pm	Tax  • A whistle stop tour for trustees of how tax affects charities
2.30pm	Audit and investments  • The role and responsibilities of the auditor  • The board's relationship with the auditor  • Types of investments a charity can make
3.00pm	Refreshment break
3.15pm	Risk and fraud  What do boards need to do about risk?  Preventing and dealing with fraud
3.45pm	Q&A
4.00pm	End



# **RISK MANAGEMENT FOR TRUSTEES**

This course is a non-technical introduction to risk and risk management designed to enable trustees to understand and manage risk generally, but with a focus on risks related to governance, employment, assets, service users and third parties. By the end of the day you will be better equipped to interact effectively with professional advisors and regulators, hold your executive to account, improve your own decision making and govern your organisation's risk management activities.

thought-provoking introduction to risk management.

Julia Ammon, trustee, British Stammering Association

9.30am	<ul><li>Introductions</li><li>Understanding your needs and aspirations</li></ul>
09.45am	Breakout session – what are the challenges and opportunities for your charity related to risk and risk management? What do you need to get out of today?
10.00am	Annual reporting – public benefit and reserves  • What is risk?  • What is risk management?  • The Human Factor?  • Why and how things go wrong and right
11.30am	Break
11.45am	Risk management for charitable boards  Defining your Risk Universe Defining your Risk Appetite Building and using your Risk Register Risk taking and decision making
13.00pm	Lunch
13.30pm	Building resilience in your organisation
14.00pm	Breakout session – what will you do differently with your board after today's session and what challenges will you face in doing it?
14.30pm	Break
14.45pm	Risk management for charities and charitable trustees
15.45pm	Q&A and wrap up
16.00pm	End



This course was full of useful information and a good foundation for future board action. 55

John Watkins, trustee, CLC International

# **UNDERSTANDING GOVERNANCE**

## **STAGE 1:** THE TRUSTEE ROLE

If you are new to the role of being a charity trustee, this course will provide the perfect introduction, while experienced trustees will also benefit from a refresher of their responsibilities and comprehensive updates on evolving elements of the trustee role. By blending governance and board leadership theory with interactive case studies, the first of our two Understanding Governance courses provides a lively learning environment where you can meet other trustees to share challenges and ideas.

exceptional and her ability to convey a lot of important information in an engaging way is amazing.

Hayley Lewis, director and owner, HALO Psychology



### Part A

I WILL	
9.55am	Log in to ensure prompt start at 10am
10.00am	Introductions
	The changing environment in which trustees and charities have to operate CC3 – Duties of trustees Including:  • collective authority and responsibility of trustees  • acting solely in the interests of the charity  • not benefiting  When trustees can be personally liable  Duties of Company Directors
	What is governance? The relationship between governance and management Trustees' role description Success and failure of organisations and the link with governance Three different models of governance and what each has to offer
	Lunch
	Information needs of trustees  • When too much detail is dangerous – when detail could be important  • What should be in a CEO's report to the board  • Basic rules for board papers  Planning the work of the board  • Why planning of the board work programme is vital to help trustees fulfil their duties and responsibilities  • One way to plan the work of the board
2.15pm	End

NOTE: There will be a short comfort break at about 11.30am

#### **PART R**

9.55am	Log in to ensure prompt start at 10am
10.00am	Case study
	Break
	Relationships with your chief executive and chair of trustees holding the CEO to account without meddling in management; getting the right balance between support and constructive challenge; Julia Unwin's 5S model for high performance boards
12.30pm	End

# **UNDERSTANDING GOVERNANCE**

## **STAGE 2:** GOVERNANCE IN PRACTICE

Designed for experienced trustees, secure in their knowledge of the governance processes and what being a trustee entails, 'Governance in practice' builds on the expertise gained from our stage 1 course 'Understanding governance and the trustee role', focusing on practical solutions to the challenges you face. This course covers a wide range of key governance issues and aims to help you to improve the overall effectiveness of your board.

Informative, interactive and highly stimulating. Great to learn from a real expert!

Caroline Savage, trustee, Kidnev Research UK

Book onto
Understanding
governance stage 1
and get 30% off
stage 2\*

\*You must be a registered charity and a *Governance & Leadership* subscriber to receive this offer



#### Dart A

9.55am	Log in to ensure prompt start at 10am				
10.00am	Introductions				
10.15am	Brief reminder of the fundamentals of governance Refreshing the board – identifying new trustees  • What is your role in identifying potential trustees?  • What is good board practice?  • Once elected/appointed, ensuring new trustees receive appropriate induction and support				
	Break				
	Re-join Board behaviours and dealing with people problems Trustees can behave badly too Spotting the signs of a deteriorating relationship between the CEO and the board Closed/private meetings/sessions of the board				
	Lunch				
12.15pm	Dealing with risk strategically and systematically     Much of governance is about identifying and managing strategic risk without getting risk averse     What role should you as trustee play in dealing strategically and systematically with risk				
2.00pm	End				

### PART B

9.55am	Log in to ensure prompt start at 10am					
10.00am	Case study					
	Break					
	Developing a learning organisation – Why reviewing performance is important for every trustee and the board: Reviewing the CEO's performance; Reviewing the chair's performance Reviewing the effectiveness of the board Reviewing the effectiveness of each board committee Reviewing the performance of each trustee. Open session – a chance to raise any other trustee issues					
12.30pm	End					

# **MEET THE COURSE LEADERS**

# **GOVERNANCE COURSE** LEADER

Art of Being an Effective Chair, Board Leadership and Understanding Governance



**Dorothy Dalton** writes, lectures and trains extensively on charity governance. She has over 30 years of experience of governance and was the editor of *Governance* magazine for over ten years. With a 'first' in mathematics, Dorothy, a former headteacher, was chief executive of ACEVO from 1992 to 2000. From 2000 to 2003 she was a non-executive director of the Inland Revenue. She is currently chair of governors of the Petchey Academy in Hackney.

# **DIGITAL COURSE** LEADER



**Zoe Amar** is widely regarded as one of the charity sector's leading digital experts. She founded digital agency and social enterprise Zoe Amar Digital in 2013. Their clients have included NSPCC, Anglia Ruskin University and The School for Social Entrepreneurs. Zoe is Chair of The Charity Digital Code of Practice. Zoe and her team produce an annual barometer of how charities across the UK are using digital, The Charity Digital Skills Report. She also co-authored The Charity Commission's digital guidance for trustees, 'Making Digital Work' and co-founded the Social CEO awards. Zoe has ten years' experience as a charity trustee. She currently sits on the board of Tech Trust. She also sits on the Board Audit and Risk Sub-Committee at the Samaritans as their digital expert. Previously, Zoe worked for 5 years as part of the leadership team at a national charity which advised non-profits about technology. She recently won an Inspiring Communicator award from Charitycomms.

# **RISK MANAGEMENT** LEADER



**Stephen McAndrew** is an experienced consultant and advisor who works with charities, public services and businesses to understand and manage the risks that they face. He spent 10 years developing and implementing risk management and patient safety programmes in the NHS in the UK, and state health and care systems in Ireland, New Zealand and Australia. For over twelve years he has served as a trustee of a number of charities where he has successfully applied risk management to improving safety, quality, sustainability and organisational resilience.

# **FINANCE COURSE** LEADERS



**Don Bawtree** heads up BDO's charity unit and has specific responsibility for larger and national clients. His experience spans 20 years of working in the sector, with a particular focus on financial governance. Apart from lecturing, client and committee work, he is chair of the Auditing Practices Board committee and author of the *Sorp Compliance Checklist* and (with Kate Kirkland) Tottel's *Charity Administration*.



**Figure 1** Figure 1 is an experienced auditor who spent the first ten years of her career with a Big Four firm. She now focuses exclusively on Not for Profits as a Partner at BDO.

- presented at internal technical seminars
- co-authored Tolley's "Charity Administration" and the Charities Industry Accounting and Auditing Guide
- written finance modules for the "Informed Trustee" programme launched this year by STEP.

Fiona is also a Trustee and Treasurer of Compaid, a Kent based disability Charity.



Jill Halford is a Partner at BDO and has over 19 years' experience auditing charities. She specialises in audit and advisory work (especially governance reviews). She has also spent time on secondment into charities, working alongside CEOs, including covering the Finance Director role. Jill led a consultancy review on building a sustainable self-regulatory system for charity fundraising in the UK.

She holds the ICAEW diploma in charity accounting. She is an experienced tutor and runs training courses for charity finance professionals.

Jill is on the HighTide (theatre and performing arts company) Advisory Board. She is the treasurer of the membership body Association of Chief Executives for Voluntary Organisations (ACEVO) and a co-opted member on the Audit Committee of the School for Social Entrepreneurs.

# **ANTI-RACISM COURSE** LEADERS



**Pari Dhillon** is the founder and senior consultant at Social Justice Collective Ltd. Pari works with organisations, teams and individuals to maximise their ability to achieve social justice. She has led strategic transformation programmes, EDI audits, EDI learning programmes, embedded culture change and supported teams to define and become the change they wish to see in the world. Pari is an experienced leadership coach, facilitator and trainer.



**Chaka Bachmann** is the founder and senior consultant at Impact & Culture Ltd. As an intersectional activist and community focused social researcher, Chaka develops evidence-based tools for cultural change. She is an experienced researcher and facilitator, who has led various research and impact projects from evaluating short-term EDI interventions to conceptualising large-scale mixed methods research projects.

**Pari** and **Chaka** have worked together to support boards and their teams to create equity, diversity and inclusion internally and through their organisational purpose. Clients include: Charity Governance Code, Diversity Principle; Girl Guiding UK, NCVO, Stonewall, Liberty, Citizens Advice, Young Women's Trust; and the FREA/Equally Ours.

## **PRICES**

	Charity subscriber rate*		Corporate subscriber rate*	Corporate non- subscriber rate
All courses excluding Introduction to Anti- Racism in Charities	£195	£235	£300	£400
Introduction to Anti- Racism in Charities	£279	£319	£300	£400

<sup>\*</sup> Governance & Leadership magazine subscribers receive a £40 discount on all courses. Find out more about subscription options at civilsociety.co.uk/gandl



# GOVERNANCE &LEADERSHIP

A voice of intelligence, authority and insight for trustee boards and the executive leadership team. **Governance & Leadership** magazine is here to spark the debate and critical thought today's leaders need to shape the charity sector of tomorrow.

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