



# Bradford School Governor Service



## Welcome to our 2020/21 Clerking Service Offer!

Our clerking service will provide you with a nominated, highly trained clerk to support your Governing Board with all its needs, using their detailed knowledge of governance regulations and statutory responsibilities. We can:

- cover all your Governing Board's administrative needs - from meeting planning to production and distribution of timely, high-quality documents;
- support Chairs, Headteachers and governors with current advice on legislation, policy and procedures;
- support governors to plan their work and development activities.
- provide appropriate support in the event of unavoidable absence;

All our clerks undertake regular, focused training and are routinely performance-managed by our new Lead Officer for Clerking.

You can use your chosen hours for Full Governing Board meetings **AND ALSO** other meeting types e.g. committee meetings, planning meetings, Governor Away Days etc. Simply choose the total duration of your meetings in a year and the related administration is included in the price.

### Pricing

Number of Meeting Hours Per Annum	Price
15 hours	£1,550
20 hours	£2,100
25 hours	£2,625
30 hours	£3,150
35 hours	£3,675
40 hours	£4,200
Small school discount (Under 250 pupils)	10%

### DISCOUNTS

Early Bird, Save £100 on packages of 20 hours of clerking or more if booked by 1st May 2020.

We can also quote for alternative numbers of hours, or advise you on your previous usage to give you an idea of which level to purchase.

If your chosen number of hours run out before the end of the contract, you can add additional hours at a cost of £130 per hour or simply upgrade your package to a higher level.

Due to the complexity of hearings and the frequent need for verbatim transcripts, these are charged separately at the rate of £65 per meeting hour and £35 per administrative hour.

## Our other Services

### Training Programme

Our comprehensive training programme is delivered by experienced governance officers and colleagues, also in collaboration with National Leaders of Governance and other experienced Governors. The sessions offer governors an opportunity to develop new skills, broaden their knowledge & receive updates on governor responsibilities. We can also offer coaching & mentoring for independent clerks.

**NEW!**

#### **Scheduled Training**

In order to offer the consistency of a comprehensive training programme while still reacting to current issues we offer core training programme spanning the full academic year, plus additional sessions added each term in response to requests, changes in policy, hot topics etc. Thus governors can plan ahead whilst having the chance to attend new training every term. **WE ARE PLEASED TO ANNOUNCE THAT TO OFFER OPPORTUNITIES FOR TRAINING TO AS MANY GOVERNORS AS POSSIBLE WE HAVE BEEN ABLE TO FREEZE LAST YEAR'S TRAINING PRICES.**

We recognise that many governors have been in post for several years and may already have attended a lot of the core training. For that reason, we are pleased to shortly be able to offer an accredited Continuous Professional Development Qualification for Chairs and Governors –more details to follow.

#### **On-demand, Bespoke Training**

Alongside the planned training programme outlined above, we can tailor training to your school's specific needs and deliver it at your chosen venue. This can be especially useful for schools working collaboratively in clusters, LAPs, federations or as part of Multi-Academy Trusts. This makes the training more relevant to your school and offers greater value-for-money.

#### **Pricing**

<b>Duration</b>	<b>Price</b>
Prospectus Training – Short Session (Up to 3 hours)	£55
Prospectus Training – Full Day or 2 session course	£150
Bespoke Training – maximum 20 delegates (1 hour)	£150
Bespoke Training – maximum 20 delegates (2 hours)	£200
Bespoke Training – longer than 2 hours or for a group of schools, MAT, LAP etc.	Please contact us for a quote.

### Advice and Guidance

We know from time-to-time everyone needs a little reassurance or a second

opinion, this is why we offer our Advice, Guidance & Tailored Support as an annual subscription option. Local knowledge, partnership working & active involvement with regional & national networks enable us to provide quality support & advice. **WE HAVE MANAGED TO FREEZE LAST YEAR'S PRICE FOR THIS SERVICE.**

### **Email Advice and Guidance Support Service**

Our new email support service can respond to all your governor-related queries including advice on:

- constitution, procedures, responsibilities;
- supporting good Governing Board behaviours;
- recruitment, including process for parent/staff governors.

### **Written Advice and Guidance**

- guidance documents on procedures, regulations and policies, including committees and governors with specific responsibilities;
- an annually-updated Code of Conduct for Governing Boards;
- an Induction Pack for new governors;
- model policies and planners; draft committee Terms of Reference;
- policies and guidance for governor visits to school;
- support in addressing complaints;
- Governor Monthly Update – full of key information, actions required at meetings, best practice and new training opportunities etc.

### **Governing board assessment and development**

- Induction – guidance for new governors and schools;
- support where leadership and management is identified as a concern;
- deployment of Leaders of Governance based on identified school improvement priorities.

## **Governing Board Health Check - Tailored Support**

Our experienced officers can offer support tailored to your individual school or MAT's needs. Our new bespoke Governing Board Health Check comprises a half-day in-school assessment of your Governing Board's policies, procedures, recent minutes, plans and other relevant materials followed by feedback.

If the Board feels that more intensive, follow-up support is required then this can be purchased and tailored to support the implementation of the actions required.

## **Governing Board Coaching**

An officer can attend a full governor board / committee meeting and coach the board by modelling appropriate questioning, support and challenge to positively impact on pupils' education and welfare. Guidance will also be given on how governors can ensure that they are evidencing the valuable work that they do.

**This can now be for a reduced amount of time to suit your Governing Board's meeting length and comes at a reduced price.**

**NEW!**

## **Review of Governance Structure**

We recognise that larger schools and MATs, Federations and other groupings can have more complicated governance structures. This package offers a review and quality assurance of your organisation's governance structure, committees, terms of reference etc. tailored to your needs.

## **Website Compliance**

Every school regardless of type must publish specific information on its website to comply with The School Information (England) (Amendment) Regulations 2012 and 2016 and other relevant legislation. We can offer a review of your website that will allow you to check whether your school is compliant and give you pointers or actions if you are not. Academies and free schools will need to supply a copy of their funding agreement to check to enable the reviewer to check the information that needs to be published on their website-

### **Pricing**

<b>Service Per School</b>	<b>Price</b>
Advice and Guidance Annual Subscription	£250
Governing Board Health Check	£295
Governing Board Coaching (2 hours)	£125
Review of Governance Structure	From £450 – please ask for a quote tailored to your needs.
Website Compliance Check (Up to 3 hours)	£110

Small school discount for fewer than 250 pupils.

## **Fully-Subsidised Services for all Bradford schools**

As a Local Authority our duty is to ensure that governors are kept informed and that statutory requirements are met. As a result we will continue to deliver the following services without charge:-

- The Monthly Update will be sent direct to all governors for whom a current email address has been received. This gives a range of information, updates and news.
- The Termly Governor Forum.
- Reconstitution of governing bodies of maintained schools including the issuing of Instruments of Government
- Proposal and approval of LA governors for maintained schools

## **How to buy our services**

To purchase your chosen services, please visit [www.skills4bradford.co.uk](http://www.skills4bradford.co.uk)