



Skills 4
Bradford

BRADFORD SCHOOL GOVERNOR SERVICE

school.governor@bradford.gov.uk



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

OUR TEAM



Bradford School Governor Service is a well-established and highly respected team with a wealth of experience & knowledge to support schools of all governance types and key stage.

Working in close partnership with School Improvement and other Local Authority services, national agencies (National Governors Association, National College) and regional partners, we have been providing comprehensive, high-quality support and training to assist governing boards to become effective in leading schools for over three decades.

We can also call on an extensive network of experienced governors and professionals to advise and support governors & clerks.

Years of positive experiences – see our testimonials on the website – have made SGS the most comprehensive and high-quality provider of services to governors in the district.

OUR SERVICES

All our services are available to purchase on our website Skills 4 Bradford using the following link : www.skills4bradford.co.uk/Services/5199

For bespoke services requiring a quote based on your school's individual needs, simply click the **Add To Basket** button and fill in the quote form. We will then get back to you with a quote for the service required. If you have any questions or would like to discuss your particular needs, please drop us a line at: [**school.governor@bradford.gov.uk**](mailto:school.governor@bradford.gov.uk).

- Advice & Guidance
- Effective Board Support
- Training & E-Learning
- Information Checks
- Bespoke Officer Support
- Clerking
- Additional Services



ADVICE & GUIDANCE

As well as an ongoing source of pro-active support, this service acts as an “insurance policy” when your board needs a little reassurance. Local knowledge of Bradford District schools and access to experienced colleagues in all areas of education as well as active involvement with regional & national networks, enable us to provide quality support & advice in the following areas among others:

- constitution, procedures, responsibilities;
- governor recruitment including a Welcome Pack;
- promoting good Governing Board behaviours;
- addressing complaints;
- support where leadership is a concern;
- deployment of local governance leaders as required;
- Guidance on all aspects of governance (e.g. procedures, regulations, specific responsibilities, code of conduct, planning, example Committee Terms of Reference, governor visits to school etc.)

**£250 per year or
£90 per term**

Termly Updates

Best practice in governance, changes in national guidance and how it affects your school. Posted on the dedicated, members-only section of Skills 4 Bradford.

Governor Briefings

Free access to regular governor briefings for all your governors.

Video Blogs

Termly video blog on current governance issues.

Free Resources

In our members-only area of the Skills 4 Bradford website.

Annual Checks

Checking entry on government's "Get Information About Schools" website is correct. This must be kept up-to-date legally. We will notify you of any discrepancies in your entry. We will also check your Chair's details on Bradford Schools Online.

EFFECTIVE BOARD SUPPORT

Governing Board Health Checks

Our Governing Board Health Checks are fully tailored to your needs in terms of timing and the aspects you would like us to look at. If the Board feels that more intensive, follow-up support is required then this can be purchased and once again tailored to support the implementation of the actions required.

From £300

Governing Board Coaching

One of our experienced officers attends your chosen meeting and coaches the board. They will ascertain the Board's strengths and weaknesses and model appropriate questioning to ensure the Board feel confident in support and challenge to positively impact pupil outcomes. Guidance will also be given on how governors can ensure that they are evidencing the valuable work that they do.

**£115 for 1 hour
£150 for 2 hours**



New Governor Mentoring

£140 or £125 if bought with Introduction to Governance Training

We can support new governors on the road to becoming effective board members by:

- developing a tailored training programme based on an assessment of existing skills.
- support calls after the first three governing board meetings to discuss any questions, development needs etc.
- tailored advice and support according to the individual needs.

TRAINING & E-LEARNING

From £215

Our comprehensive training programme is delivered by experienced governance officers and expert LA colleagues. The sessions offer an opportunity to develop new skills, broaden knowledge, connect with other governors and receive updates on governor responsibilities.

We are constantly reviewing and adding to our training offer to address emerging issues whilst still covering the topics regularly needed by governors.

Webinars £35
Short Sessions £63
Full Day £159
Qualifications £385

Scheduled Sessions

Covering all aspects of governance, sessions are scheduled at different times of the day/evening to suit governors' availability and can be accessed via Microsoft Teams. Many are also repeated later on in the academic year or we can provide a link to a recording of the session.

Training Qualifications

The Ofqual-accredited Transcend Level 6 Award in Effective School Governance strives to enhance the learner's ability to operate as a governor and support effective strategic leadership in schools. Our Level 3 qualification is suited to newer, less experienced governors as a stepping stone between the Introduction to Governance training and the Level 6 qualification.

On-Demand/Bespoke Sessions

All scheduled training can be delivered to your governors as a stand-alone session or bolted on to a meeting to maximise governors' time and availability. Training in any governor-related subject can also be tailored to to your school's specific needs and delivered at your chosen venue, virtually or hybrid, making the training more relevant and offering greater value-for-money for larger numbers of governors.

E-Learning

Just £35

New this year to our training portfolio is e-learning. These shorter sessions present excellent value-for-money and allow governors to access training at a convenient time.

INFORMATION CHECKS

These services offer your school an opportunity for an independent check of your policies and website, ensuring they are up-to-date, relevant and compliant.

1

Policy Systems Check

£199

If you feel it is taking too much time in Governing Board meetings to check policies, then our Policy Systems Check can help. We will review your delegated powers of approval, policy timetable and check the date validity of each policy.

2

Website Check

**Primarys £135
Secondarys £180**

As you will be aware, Ofsted checks school websites before their visits to ensure they are compliant with statutory requirements. We offer a review of your website that will allow you to be assured your school is compliant and give you guidance if you are not. A full written report will be provided which can be used to formulate an action plan with your Board.

3

Follow-Up Website Check

**Primarys £70
Secondarys £95**

Once you have had an initial website check, we can offer you a reduced price follow-up check to ensure all changes have been correctly made and the website is now compliant.

BESPOKE OFFICER SUPPORT

From £39 per
hour

If there is any other support your Governing Board feels it would benefit from, we would be happy to provide this support. To that end, we have now introduced a Pay As You Go Service for Governance Officer time.

Simply drop us an email to **school.governor@bradford.gov.uk** and we will call you back to discuss your needs and provide you with a quote based on your needs and whether the support is required in person or virtual.



CLERKING SERVICE

Our clerks are highly experienced, fully DBS checked and adhere to Bradford Council's stringent policies. They are performance-managed and have access to governance officers' expertise, peer-to-peer support, network meetings, weekly updates, CPD opportunities and several have clerking qualifications. All clerks, regardless of experience, receive induction plus mentoring from an experienced clerk.

We provide a comprehensive service (not just minute-taking), covering all your administrative needs relating to meetings including:

- meeting date planning;
- production, approval & distribution of timely, high-quality agendas and minutes;
- support to plan work/development activities;
- providing advice and support on:
 - elections / appointments / removal
 - governor attendance / being quorate / statutory items of agreement
 - roles and responsibilities / code of conduct
 - declarations/conflicts of interest/confidentiality
 - best use of committees
 - complaints handling



CLERKING OPTIONS

We currently service over 100 schools / MATs. Our clients span the breadth of schools in Bradford and beyond, all governance types and key stages. To maintain our excellent standards we conduct an annual governor and headteacher appraisal of clerks. In the last survey, preliminary results from responses showed 93% of respondents say their clerks have provided significant support to their board.

Contract Options

There are 2 options for purchasing our clerking service – via a subscription or on a Pay As You Go basis.

Under the subscription option you can purchase a specific number of hours to be used for Full Governing Board meetings AND ALSO other meeting types e.g. committee meetings, planning meetings etc. Simply choose the number of hours that matches the total duration of your meetings in a year and all the related pre- and post-administration is included in the price in both the subscription and PAYG options rounded up or down to the closest half hour. If your hours run out before the end of the contract, you can add additional hours on a PAYG basis or simply purchase a new package as **ALL UNUSED HOURS ARE CARRIED FORWARD TO NEXT YEAR.**

CLERKING PRICES

Subscription Options

15 hours £1,799

20 hours £2,349

25 hours £2,899

30 hours £3,449

35 hours £3,999

40 hours £4,549

45 hours £5,099

50 hours £5,649

Small school discount (Under 250 pupils) - 10% on packages of 15 or 20 hours. We can also quote for alternative hours, or advise you on your previous usage for an idea of which package to purchase.

Pay As You Go Pricing

Standard governing board meetings (FGBs and committees) £139 per meeting hour.

Due to the complexity of hearings and the frequent need for verbatim transcripts, these are charged separately at £65 per meeting hour & £39 per administrative hour.

Please ask for a tailored quote for any additional administrative work your school may need (e.g. policies, procedures, Governor Away Days etc.) charged at £39 per hour .

ADDITIONAL SERVICES

**Please request
a quote**

Staff / Parent Surveys

Would you like to get real, honest feedback from your students, parents and staff on school life and how it could be improved? We are now able to offer an anonymous, cost-effective survey and analysis service tailored to your school's needs.

Parent Governor Elections

Managing and administering parent governor elections can be very time-consuming, we can help alleviate this time-burden by undertaking some or all of the following elements for your school:

- Notify parents of vacancy & invite nominations;
- Publicising the vacancy and providing information to interested parties;
- Checking candidate eligibility;
- Administer & facilitate an election.

Having a third party managing the parent governor elections is also an effective way to reassure parents that the vote is independent and unbiased.



CONNECT WITH US!



All our services are available to purchase on our website Skills 4 Bradford using the link below and logging into your account (or requesting an account if you don't yet have one).

Some tailored services require a quote based on your school's individual needs, in that case simply click the add to basket button below and fill in the quote form. We will then get back to you with a quote.

If you have any questions regarding any of our services or would like to discuss your particular needs, please get in touch via the contact details below.

01274 439400

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