



Bradford School Governor Service



Welcome to our new Service Offer!

Thank you to all who took the time to complete our recent customer satisfaction survey. Your responses have been really instrumental in developing our new offer. We have reacted to your feedback and created a service offer which is hopefully simpler to understand as well as being more flexible and responsive to the needs of schools and governors.

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!

Pay as You Go Training

Training is no longer tied to a subscription, giving you the freedom to book on the courses most relevant to your Board's needs. From April 2019, we have a core training programme spanning the full academic year (this year will run from April 2019 to July 2020), 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 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 planning a programme of Continuous Professional Development for Chairs and governors – more details to follow.

Bespoke Training

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

Duration	Price
Prospectus Training – Short Session (Up to 3 hours)	£55
Prospectus Training – Full Day or 2 session course	£150
Bespoke Training – maximum 20 delegates (1 to 3 hours). Please contact us for a quote based on your specific requirements	£200 to £300

If throughout the year your school books 4 training places from the prospectus you will get the 5th FREE.

Clerking Service

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.

NEW!

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	£1,500
20 hours	£2,000
25 hours	£2,500
30 hours	£3,000
35 hours	£3,500
40 hours	£4,000
Small school discount (Under 250 pupils)	10%

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 £110 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.

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.

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.

NEW!

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 etc. 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.

NEW!

Governing Board Coaching

A governance officer can attend a governors' meetings 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.

NEW!

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 supply a copy of your funding agreement to check what information you must publish on your website.

NEW!

Governor Recruitment Matching Service

We recognise that recruiting new governors can be difficult and time-consuming, particularly when addressing any skills gaps. Consequently we are launching our new Governor Matching Service.

Unlike other schemes, our new service is personal, aimed at ensuring your school gets the best new governor appointment to suit your needs. We will discuss with the Chair and Head what skills the board need and using the Skills Audit or other sources of information, identify and propose a selected candidate for the Board to consider.

Pricing

Service Per School	Price
Advice and Guidance Annual Subscription	£250
Governing Board Health Check	£295
Bespoke Follow-Up Support (2 hours)	£180
Governing Board Coaching	From £150 depending on length of meeting
Website Compliance Check (Up to 3 hours)	£100
New Governor Matching Service	£75 per new appointment

NEW!

Build-Your-Own-Package

To give schools maximum flexibility and simplicity in purchasing from us, you can now build your own package to suit your school's needs. You can pick and mix from the following options and the more you subscribe to the greater the discount you will receive, hence representing the best value-for-money:

Service Options	% Discount
Buy Advice and Clerking together	10%
Buy a Governing Board Health Check and Follow-Up Support or Coaching together.	10%

Free 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 complete the subscription form below and return it to school.governor@bradford.gov.uk

We will then send you a contract and invoice and arrange for your subscription to commence.

Alternatively, please drop us an email if you have any questions regarding the options, discounts etc.

Subscription Request

Please complete and return by email to school.governor@bradford.gov.uk. We will send you a contract and an invoice and arrange for your subscription to commence.

Contact Details

Name of School	
Contact Name	
Contact Role	
Telephone No.	
Email Address	
No. Children on Roll	
How would you like the contract to run? (Please tick)	
April 2019 to March 2020	<input type="checkbox"/>
April 2019 to July 2020 in order for your next contract to commence in September 2020	<input type="checkbox"/>
Another time frame – please specify	

Purchasing Details

Which options would you like to purchase? If you have selected the option of an April 2019 to July 2020 contract, the price quoted will include an extra term.

Clerking – Total Number of Meeting Hours	Charges	Please tick
15 hours	£1,500	<input type="checkbox"/>
20 hours	£2,000	<input type="checkbox"/>
25 hours	£2,500	<input type="checkbox"/>
30 hours	£3,000	<input type="checkbox"/>
35 hours	£3,500	<input type="checkbox"/>
40 hours	£4,000	<input type="checkbox"/>
Advice and Guidance	£250	<input type="checkbox"/>
Governing Board Health Check	£295	<input type="checkbox"/>
Governing Board Coaching	From £150	<input type="checkbox"/>
Follow-Up Support	£180	<input type="checkbox"/>
Website Compliance Check	£100	<input type="checkbox"/>
New Governor Matching Service	£75 per new appointment	<input type="checkbox"/>

Please note, if you would like to know how many hours you purchased in total last year, please get in touch. For any bespoke work e.g. for MATs etc. please contact us for a quote at school.governor@bradford.gov.uk

Training can be booked separately using the training programme. If you are interested in purchasing bespoke training, please email us to discuss your individual requirements.