



Bradford School Governor Service



Skills 4
Bradford

SERVICE OFFER 2021/22



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

Supporting schools for over three decades

We know how difficult this last year has been for schools and how significantly the pandemic has hit your budgets. For that reason we have tried to freeze our prices where possible or keep any increases to the absolute minimum, so your governors can still access our valuable advice, training & clerking.



ADVICE AND GUIDANCE

Local knowledge, partnership working & active involvement with regional & national networks enable us to provide quality support & advice in the following areas, although this is not an exhaustive list:

- constitution, procedures, responsibilities;
- governor recruitment including an Induction Pack for new governors;
- promoting good Governing Board behaviours;
- addressing complaints;
- support where leadership is a concern;
- deployment of local leaders of governance based on school improvement priorities.

Guidance including but not limited to:

- procedures, regulations & policies, committees/governors with specific responsibilities;
- Code of Conduct for Boards;
- termly planning;
- example Committee Terms of Reference;
- good practice around governor visits to school.

Purchasing this annual contract will give your school and governors access to our advice and guidance service. Simply email our team and one of our highly experienced colleagues will call you back to discuss your questions / concerns.

NEW, ENHANCED ADVICE & GUIDANCE CONTRACT

Having listened to feedback on what schools want from our Advice & Guidance Contract, we are pleased to include the following value-added benefits into this service:

- **Termly updates** on best practice in governance, changes in national guidance and how it affects your school posted on the dedicated, members-only section of our Skills 4 Bradford website.
- Access to regular **governor briefings**.
- Half-termly **video blog** on current governance issues.
- **Termly check** to ensure your school's entry on the 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**.
- **Vacancy Support** – Free "How to Recruit" guide and the opportunity to ask advice on recruiting. We will support your school to fill any LA Governor vacancies where applicable.
- **Policies and procedures support** – Hints and tips on best practice for updating your schools policies and procedures.

With these added services, our Advice and Guidance Contract is not only an "insurance policy" for when your board needs a little reassurance or a second opinion, but an ongoing source of pro-active support to ensure your board is working at its most effective.

Despite the added benefits now included in this contract, **WE HAVE MANAGED TO FREEZE LAST YEAR'S PRICE FOR THIS SERVICE**, meaning this contract provides even better value-for-money. Please note this annual contract runs from April 2021.

PRICED AT JUST £250 FOR THE YEAR

Further Services

Alongside our annual Advice and Guidance Contract, we can also offer a number of ad hoc services to support your governing board's effectiveness as and when you feel they are required.



GOVERNING BOARD HEALTH CHECK

In order to ensure you get the most from our Governing Board Health Check, we have now made it fully tailored to your needs in terms of timing and the aspects you would like us to look at. Following feedback from the Health Check, 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.

GOVERNING BOARD COACHING

As part of this service, one of our experienced officers would attend a full governor board meeting or a committee meeting, depending on your school's requirements, 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. Once again this can be tailored to suit the length of your chosen meeting.

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.

NEW - PAY AS YOU GO GOVERNANCE OFFICER SUPPORT

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 at the contact details below and we will call you back to discuss your needs and provide you with a quote.

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 guidance if you are not.

PLEASE NOTE – ALL OF THESE SERVICES CAN BE OFFERED VIRTUALLY OR FACE-TO-FACE (AS COVID REGULATIONS ALLOW)

PRICING

Governing Board Health Check - From £295 - please ask for a tailored quote.

Governing Board Coaching (2 hours) - £125. For other meeting lengths please ask for a tailored quote.

Review of Governance Structure - From £450 - Please ask for a tailored quote.

PAYG Governance Support - Please ask for a tailored quote. Charged at £40 per hour.

Website Check - £110 (Primary), £150 (Sec.)

Training Programme

Our comprehensive training programme is delivered by experienced governance officers and colleagues, also in collaboration with local 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 and make connections with other governors. We can also offer coaching & mentoring for independent clerks.



SCHEDULED TRAINING

In order to offer the consistency of a comprehensive training programme while still reacting to current issues we offer a 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.

If your governors are unable to attend a particular session, please note many sessions are repeated later on in the academic year and also we can provide a link to a recording of many of the sessions. Just ask us about the session they are interested in.

In response to the fact that many governors have been in post for several years and may already have attended significant amounts of core training, we are pleased to be able to offer an accredited continuous professional development qualification for governors. The Transcend Level 6 Award in Effective School Governance is a vocationally related qualification regulated in England by Ofqual. The aim of the qualification is to enhance the learner's ability to operate as a school governor and support effective strategic leadership in schools. The first cohort began in February 2021 with more cohorts to start periodically throughout the year and beyond.

ON-DEMAND AND 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.

We can also offer any additional subjects your governing board needs tailored to your requirements. This makes the training more relevant to your school and offers greater value-for-money for training larger numbers of governors from your school.

All sessions can be delivered as a stand-alone session or bolted on before or after one of your meetings to fit in with and maximise governors' time and availability.

PLEASE NOTE - ALL OUR TRAINING CAN BE ACCESSED VIRTUALLY AND FACE-TO-FACE (ONCE COVID REGULATIONS ALLOW).

PRICING

Prospectus Training - Short Session (Up to 3 hours) - £57 per delegate.

Prospectus Training - Full Day or 2 session course - £150 per delegate.

Level 6 Qualification - 7 training sessions and 2 mentor calls - £295 per delegate

On-Demand Training - maximum 20 delegates (1 hour) - £150 per group.

On-Demand Training - maximum 20 delegates (2 hours) - £200 per group.

Bespoke Training - tailored to your needs- Please ask for a quote.

Clerking Service

Our clerking service provides schools with a nominated, highly trained clerk to support your Governing Board with all its meeting needs, using their detailed knowledge of governance regulations and statutory responsibilities.



WHAT OUR SERVICE CAN DO FOR YOUR SCHOOL

- take responsibility for all your administrative needs relating to meetings throughout the year from meeting date planning through to production and approval / 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.

Our service is not one of just minute-taking, we provide a comprehensive service, including but not limited to, support on elections, appointments / inductions, governor attendance / being quorate, roles, code of conduct, removal of governors, declarations / conflicts of interest, confidentiality, statutory items of agreement, best use of committees, complaints handling.

We are also able to provide you with additional governance administrative support (e.g. policies, procedures etc.) at an additional charge.

Our clerks are highly experienced with some having worked for the service for up to 2 decades and have additional clerking experience (e.g. Parish councils, main council meetings) and other professional experience as well as some being active governors. They are fully DBS checked and adhere to Bradford Council's stringent policies, procedures and risk assessments. They are performance-managed by our Lead Officer for Clerking and have access to governance officers' expertise.

All clerks, regardless of experience, receive induction plus mentoring from a nominated, experienced clerk. The clerking team has access to on going peer-to-peer support, a network of clerks' meetings, weekly email updates, CPD opportunities, several have or are currently undertaking accredited qualifications in clerking.

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 the highest quality of standards, we undertake an annual schools appraisal of clerks. In last year's survey, 96% of respondents rated their clerk excellent or very good.

CLERKING CONTRACT OPTIONS

There are 2 options for purchasing from 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, Governor Away Days etc. Simply choose 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. If your chosen number of hours run out before the end of the contract, you can add additional hours at a cost of £135 per hour or simply upgrade your package to a higher level. **ANY UNUSED HOURS ARE CARRIED FORWARD TO THE FOLLOWING YEAR SO NO NEED TO WORRY IF YOU BUY MORE HOURS THAN YOU MAY NEED.**

PACKAGE PRICING

15 hours per annum - £1,650

20 hours per annum - £2,190

25 hours per annum - £2,725

30 hours per annum - £3,255

35 hours per annum - £3,780

40 hours per annum - £4,300

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

Please note clerking packages need to be purchased before 31st March 2021 or your contract will move to a Pay As You Go basis once your carried forward hours have been used up until you purchase a further package.

PAY AS YOU GO PRICING

PAYG Clerking - £135 per meeting hour

Additional administrative work - Please ask for a tailored quote charged at £35 per hour.

Small school discount (Under 250 pupils) - 10% on packages of 15 or 20 hours.

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.

WHAT OUR CUSTOMERS SAY ABOUT US....

Finally able to hear & talk to other chairs & find out what's happening elsewhere.

Minutes an excellent record of the meeting.

A sound degree of professionalism & precision.

Course will improve my practice, enhancing my ability to function as an effective parent Governor'

We recorded at our last meeting how thankful we were to our clerk for her help and services.

Undoubtedly improved the work of the GB

Very responsive - a reply always arrives within 2-4 hours .

Her minutes are excellent!

A valuable member of the team, my work as chair would be a lot more difficult without her experience & support.

A very worthwhile training session. I shall perform even better at the next Headteacher's Performance Management Meeting.

Really helped put into place what my role is as a parent governor.

A true member of the team.

Undoubtedly improved the work of the GB

Very informative

Clear & well deployed.

Contribution to our governing body is immeasurable, everything we could want in a clerk.

A strong addition to our governing board meetings.

As HT I fully appreciate the knowledge & experience she brings. She offers a great deal to myself & to our governors.

Allows the governing body, and school, to remain focused on the best outcomes for our children.

Monthly Governor Newsletters good. Training easy to book.

Good to have a clerk who is up to date & can offer advice. There are obvious benefits in using the Clerking Service

A good foundation for understanding basic principles of school budgeting/finance - very useful 2 hours

Extremely approachable & supportive. I know that I can always go to her for any support or guidance.

Quality of her work & support never dips & is always of an exceptional level. We appreciate her work on every level and welcome her continued support & challenge.

A great source of knowledge, advice, etc. I really can't imagine how the job could be done better than she does it.

The Introduction to Governance training was just what I needed as a new governor. Excellent content and very knowledgeable trainer. Very engaging as well. Highly recommended.

Ofsted were happy with our minutes and could glean the information they needed from them.

We have been using governor services since 2013. I have been a big advocate among my peers for the quality of services you offer with advice, training or clerking. The standard has always been high!

A profitable & enjoyable training session.

How to buy our services



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PLEASE VISIT US AT:

WWW.SKILLS4BRADFORD.CO.UK/SERVICES/5199

OR, IF YOU HAVE ANY QUESTIONS ABOUT OUR SERVICES OR YOUR NEEDS, PLEASE GET IN TOUCH AT

SCHOOL.GOVERNOR@BRADFORD.GOV.UK