

**SCHOOL GOVERNOR SERVICE**

<b>School Governor Service (SGS)</b> <b>Department of Children's Services</b> <b>Margaret McMillan Tower</b> <b>Prince's Way</b> <b>Bradford</b> <b>BD1 1NN</b>	<b>Contact:</b> School Governor Service <b>Tel:</b> 01274 439400 <b>Fax:</b> 01274 380003 <b>Email:</b> <a href="mailto:school.governor@bradford.gov.uk">school.governor@bradford.gov.uk</a>
--	---

**SERVICE LEVEL AGREEMENT****Overview**

The School Governor Service (SGS) provides an all-inclusive package 'Governing Schools' for governing boards of all educational settings. Governing Schools includes an annual training programme that provides a range of courses for individual governors; access to guidance, advice and information about governance issues; a telephone helpline; a half termly newsletter (Notepad) and 'Briefing Notes' which signpost issues of importance to governing boards. SGS also provides tailor-made courses for both individual and clusters of governing boards. The programme is regularly reviewed and evaluated in the light of governor feedback to ensure courses and events are relevant and meet governor's needs.

**Core Services**

SGS supports all governing boards with:

- Recruitment and appointment
- Statutory duties in relation to constitution and procedures
- Maintenance of governor databases

**SGS Traded Services****'Governing Schools'**

Subscription to Governing Schools is an **all-inclusive package** covering services included in the Making it Work service (see below) and free access to the Governor Training Programme. Tailor-made courses and access to Modern Governor on-line training are also offered at a greatly discounted rate.

**'Making it Work' Consultancy Service**

Subscription to Making it Work comprises access to guidance, advice and information when you need it, including:

- telephone helpline: 8.30am to 5.00pm (4.30pm on Fridays) all year round with an evening answer phone
- access to the School Governor Service website
- consultancy, guidance and advice from friendly experts on all school governance matters
- assistance with mentoring for new governors, chairs of governors and chairs of committees
- individualised support and training for head teachers and chairs of governors on their role as governors and relationships with the governing board

- services for clerks to governors, including termly briefings and an induction meeting for newly-appointed clerks
- information about changes to the law, model committee remits, guidance on the recruitment and appointment of school governors
- sample policies
- access to the Bradford Governor Area Forum (formerly Governor Area Briefings)
- half termly edition Notepad - our newsletter

### **Governor Training Programme**

Governors play a key role in raising standards and attainment of pupils in schools. Training and development is a necessary means of equipping governors with the skills and competencies to do so.

SGS in conjunction with partners including Teaching School Alliances, the Anglican Diocese and Catholic Diocese and individual experts provides a comprehensive training and development programme for governing boards of all schools including academies and free schools. SGS offers and promotes a wide range of courses intended to widen governor's knowledge, broaden their skills and provide advice and support on specific responsibilities. Governors can also access e-learning.

Subscription to the Training Programme provides:

- Unlimited access to a comprehensive range of generic and skill specific governor training courses
- Free Induction for New Governors training
- Up to two free places at the Annual Governors' Conference.

Every governor receives an electronic or hard copy of the Training Programme each term.

### **Tailor-made Courses**

Governing boards can request bespoke 'tailor made' courses on an individual or cluster basis. Discounts are available dependent on the level of subscription for each school in the cluster. For more information please contact School Governor Service.

- **Learning Together Course**  
Tailor-made two hour course for governing boards delivered in your school at a time and date to suit you.
- **Mini Course**  
One hour on the agenda of governing board meetings. Mini courses present an exciting perspective on important current issues or topics of your choice.
- **Cluster Training**  
Discounted bespoke 1 or 2 hour courses for up to 5 governing boards e.g. in a Multi-Academy Trust (MAT) or Locality Achievement Partnership (LAP) delivered at a venue of your choice. Cluster training enables governors to derive maximum benefit from sharing perspectives while maximising available expertise and reducing cost.

## **Modern Governor e-Learning**

Governing boards have expressed a keen interest in e-learning opportunities. In response, we have negotiated a very competitive agreement with Modern Governor, the market leader in the field. Governing boards purchasing the full 'Governing Schools' subscription can access the Modern Governor e-learning modules for an annual fee of £115. The modules cover a wide range of topics in an interesting and interactive way that governors can follow at their convenience.

### **Training priorities this year include:**

- Induction training for new governors
- Provision of high-quality training for chairs of governors
- Recruiting and appointing headteachers and deputies
- Data and information training to effectively challenge and support school leaders
- Encouraging schools to adopt more flexible models of governance
- Preparing for inspection
- Improving outcomes for vulnerable groups e.g. SEND and Looked After Children
- Child Protection and Safeguarding, including the Prevent Strategy
- Encouraging and facilitating clerk's training
- Managing finance and building projects

## **Governing Board Audits**

All governing boards must ensure they are carrying out their roles and responsibilities effectively. To assist SGS offers Governing Board Audits. Many schools that have used this service have found audit processes and recommendations invaluable in preparing for inspection.

## **Coaching and Mentoring for Clerks**

The clerk to governors has a crucial role in ensuring governing board effectiveness and is a valuable source of advice on procedural matters and ensuring the board's compliance with its statutory responsibilities. SGS clerks receive induction and regular training, updating and performance management.

For schools that employ their own clerk SGS provide termly briefings as an element of the Governing Schools subscription package. In addition SGS offers a tailored package of clerk's coaching and mentoring for the specific requirements of your school. SGS can provide one-to-one support sessions including attendance at governing board meetings, evaluation of minutes and guidance on procedural issues.

## **Benefits of SGS Subscription**

SGS is highly professional and experienced in working with school governing boards.

Benefits of the service include:

- support for the leadership and management of your school
- helping your governing board to fulfil their statutory responsibilities
- a training programme developed specifically for governors in the Bradford district. A wide range of training courses, briefing sessions and events are set on a termly basis to take into account the most recent local and national developments relevant to school governance
- a flexible programme that offers a range of times, dates, locations and formats and that can be tailor made to meet individual needs
- induction training for new governors and chairs, free to subscribing schools
- joint training opportunities allowing governors to train with other governors across the District as well as alongside school and local authority professionals.
- large discount for Modern Governor e-learning.

## Quality Assurance

SGS has well developed quality assurance procedures in place which include:

- course evaluations
- service evaluation on an annual basis
- monitoring buy back from schools

## Testimonials

A selection of performance measures relating to SGS traded services is listed below. This will assist you to make informed purchasing decisions and provide evidence of value for money.

- |   |                    |
|---|--------------------|
| • Reported satisfaction with courses          | 97% good or better |
| • Reported satisfaction with service (annual) | 95% good or better |
| • Percentage of schools subscribing           | 94%                |

**If there is any other information you would like about SGS services you are most welcome to contact us.**

## COST

### Annual Subscription

Pupil Numbers	Annual Training Programme	Making It Work	Governing Schools
up to 100	£364	£505	£687
101 - 200	£380	£516	£710
201 - 300	£420	£527	£747
301 - 420	£504	£572	£875
421 - 600	£515	£603	£898
601 - 1200	£524	£667	£952
1201 plus	£535	£677	£971

### Additional Services

	Schools Subscribing to Governing Schools	Schools Subscribing to Annual Training Programme	Non-subscribing School
Modern Governor e-Learning	£115	N/A	N/A
Individual 2hr courses (cost per governor per attendance)	FREE	FREE	£105
Induction for New Governors	FREE	FREE	£180
Mini Course (Cost for 1 hour)	£120	£120	£260
Learning Together course (Cost 2 hours)	£170	£170	£400
Cluster Training (either 1hr or 2hr course)	30% discount per school <i>(based on level of subscription of each school)</i>	30% discount per school <i>(based on level of subscription of each school)</i>	30% discount per school <i>(based on level of subscription of each school)</i>
Governing Board Audit	£750	£900	£900
Action Plan following Audit	£300	£400	£400
Coaching & Mentoring for Clerks (price per hour)	£120	£135	£135