



## Governing Body Advice and Information Service

This stand alone service provides year round advice and guidance on all matters relating to the role of governing bodies by staff who have a wealth of experience in supporting school governors.

### What we offer

- Termly briefing session for headteachers and chairs of governors or their representatives.
- Ad hoc briefing reports on new or changed legislation.
- Mentoring support for new/existing chairs of governors.
- Briefings for maintained school/academy specific clerks on governing body business, changes in statutory requirements for governors and other key developments (at least six hours per year).
- The 'Nottinghamshire Governor' newsletter sent electronically 6 times per year.
- Access to Nottinghamshire Governor Services' suite of information and advice including:
  - Toolkit to support governing bodies in managing complaints.
  - Leadership and governance solutions toolkit.
  - Committee agenda templates and minuting guidance.
- Suggested monitoring questions.
- Model eligibility criteria for governors and code of conduct.
- Written guidance on staff and parent governor elections (including standard letters and forms in electronic format).
- Governing body planning documentation (including annual planner, decision planner and policy checklist) for headteachers and chairs of governors to support the management of the governing body's workload.
- Advice, information and support to individual governors, headteachers and governing body clerks via telephone or email from experienced staff.

### Our pledge

To provide headteachers, trustees and governors with expert telephone and written advice and information on their three core functions.

To be a listening ear and adviser when dealing with complex and challenging situations.

## Benefits to your school

- ▶ Headteachers, governors and trustees can access written and telephone advice from individuals with local knowledge who understand your school's context.
- ▶ Support in the interpretation of the law, up to date advice and information by experienced staff, with a wealth of knowledge who are able to apply this to the needs of your educational setting.
- ▶ News, updates and good practice shared with governors via an electronic newsletter available throughout the year.
- ▶ Maintained school/academy specific clerks briefed and regularly updated via termly briefing sessions (at least six hours per year).
- ▶ Access to advice and information via the Nottinghamshire Schools Portal.
- ▶ Includes subscription to the Nottinghamshire Association of Governors.



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## Further information

Our clerking service is outlined on page 74.

“ I cannot speak too highly of Governor Services who, through difficult times, have always been there to support and guide me and our governing body with professionalism and kindness, so generously giving of their time and expertise with good humour when I know they too are under intense pressure. ”

Cathy Brown, Chair of Governors  
Gamston C/E (Aided) Primary School



## Governing Body Clerking Service



Every governing body is required to appoint a clerk for all of their full governing body and committee meetings. Governor Services provide schools with a professional, high quality clerking service delivered by experienced clerks and an efficient, knowledgeable management and business support team.

### What we offer

- Maintenance and monitoring of governing body membership, attendance, terms of office, eligibility checks and provision of welcome pack for new governors, including NGA 'Welcome to Governance' booklet and NGA Chairs Guide for new chairs of governors.
- A focused agenda produced by the clerk in consultation with the chair of governors at least 15 days before the meeting.
- School specific meeting notices and papers sent electronically to individual governors within the legally required number of days prior to the meeting. Governing bodies can choose for all members to receive paper copies of school specific documents at an additional cost; see service charges.
- Named clerk to provide interpretation, advice and guidance on school government regulations and procedures at each governing body meeting (minimum three meetings per year).
- Clerk to undertake follow up action or correspondence as instructed by the governing body.
- Accurate, high quality minutes sent to the chair of governors within 15 working days of the meeting.
- Correspondence handling and storage of documentation.
- Telephone and written advice before and after meetings as required.
- Ad hoc clerking/minuting of full governing body and committee meetings is available. Please visit the schools portal for details at [www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

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### Our pledge

To provide a professional clerking service that ensures governing body meetings are focused on the three core functions of the governing body and are efficiently organised and well recorded. To enable individual governors to access good legal and procedural advice, as required, before, during or after meetings.

## Benefits to your school

- ▶ A clerking service that can be adapted to meet the individual governance model for your particular type of school/education setting.
- ▶ The services of a named, professionally trained clerk, who is regularly updated on national and local changes affecting the governing body and able to advise on governance legislation and procedures.
- ▶ Support from experienced staff for all matters relating to arrangements for governing body meetings.
- ▶ Flexible, competitively priced, pay as you go options.

## Further information

We recognise there are different models of governance. Our packages can be adapted to fit the needs of your governing body. Please contact us to discuss your requirements.



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“ At our school we find the clerking service a valuable asset to our governing body. The depth of knowledge and professionalism our clerk brings to our meeting enables us to carry out our duties effectively. We find the services that are provided an excellent investment and would recommend them highly. ”

Colin Barnard, Chair of Governors  
Abbey Gates Primary School



# Headteacher Appointment Service



Governor Services and the Education Improvement Service provide a professional, cost effective headteacher recruitment service to governing bodies. Together we have considerable experience in headteacher recruitment and can offer expert advice throughout the process.

## What we offer

- **Initial contact** - telephone advice to the chair of governors regarding the governing body's role in appointing a headteacher.
- **Start-up meeting of full governing body** - advice about the first stages of the recruitment process, from an experienced local authority officer.
- **Selection panel meeting(s)** - advice regarding the organisation and role of the selection panel including advertising, shortlisting and interview arrangements.
- **Selection process** - professional help from the local authority officer in the identification of a suitable shortlist of candidates, attendance at interviews, feedback to panel on the performance of candidates and checks on identity, qualifications and right to work in the UK (legal requirement).
- **Follow up** - feedback on performance to candidates, arranging Disclosure and Barring Service checks if necessary.
- **Administrative support** - a named contact who will arrange all meetings of the governing body and selection panel including:
  - copying all information as required and producing minutes.
  - distribution of statutory and local guidance to governors.
  - send out applicant packs.
  - arrange for shortlisted candidates to attend for interview.
  - take up references.
  - arrange for the contract to be issued.
  - distribute minutes of all meetings.
  - support the governing body and local authority officer at all stages of the process.

## Our pledge

This service ensures governing body selection panels are well advised and supported throughout the headship selection process.

## Benefits to your school

- ▶ High standard of professional advice throughout the process from specialist local authority officers from the Education Improvement Service who understands your school's performance and circumstances and who will help the selection panel prepare the job description, person specification, school details, advertising and interview materials.
- ▶ A named contact within Governor Services for administrative support who will produce and send out key information, obtain references and photocopy relevant documentation.
- ▶ Some governing bodies are unable to appoint first time and have to repeat the process. As our charges are based on the number of enquiries, applications and governors involved, the cost of repeating the process will only include the additional work required.
- ▶ All materials provided will be of a high professional standard and approved by HR.



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## Further information

- This is a joint service delivered by Governor Services and the Education Improvement Service.
- Whilst governing bodies may be able to buy support from external providers, they may not know your school's performance or circumstances.

For maintained schools it is a legal entitlement for the Corporate Director, or in the case of voluntary aided or controlled schools, the Diocesan Director of Education, or his/her representative, to attend all proceedings relating to the selection of any headteacher. Any advice offered by the local authority at these proceedings must be considered by the governing body when reaching a decision.





## Governing Body Complaints and Governance Reviews Services

**Complaints support service** – Governor Services offer two packages to support governors in responding to different stages of complaints – the initial investigation and the convening and clerking of the complaints panel. **External review of governance** offers two levels of support for governing bodies who require an external review of governance. All packages can be purchased individually and provide highly efficient, professionally trained staff to support your governing body. For more details on these packages, visit [www.nottinghamshire.gov.uk/schoolsportal](http://www.nottinghamshire.gov.uk/schoolsportal)

### What we offer

- **Complaints support – investigation stage:** clerking support up to 10 hours (further time available by negotiation) including attending interviews, producing notes, acting as key contact on behalf of the complaints governor and supporting them when producing their report to be sent to the complainant
- **Complaints support – panel hearing stage:** clerking support up to 14 hours plus attendance as clerk to the complaints investigation panel hearing (further time available by negotiation) including: acting as key contact for the complainant and chair of the panel, gathering and distributing evidence, attending the hearing, providing advice and producing minutes.
- **External review support – level one:** work with the headteacher and chair to distribute a review questionnaire and produce and present a detailed report evaluating a range of governing body information over a three term period and the questionnaire results.
- **External review support – level two:** work with the headteacher and chair to arrange and attend a governing body meeting, distribute and present a review questionnaire, meet with governors to gather additional information. Produce and present a detailed report evaluating a range of governing body information over a six term period, the questionnaire results and the school's website compliance.
- An action plan can be produced at an additional charge for either review process.



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### Our pledge

To provide a high level of competitively priced support for governing bodies from professional, experienced staff.