

The East Midlands Education **Support** Service

Governor Services

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Governor services offer the following support to governing bodies of maintained schools and academies in achieving their strategic aims and in the discharge of their statutory duties and responsibilities:

- Clerking
- Advice and guidance
- Complaints support
- External review of governance
- Review of website compliance

The service is flexible, competitively priced, and available on a pay as you go option.

Governing Body Clerking Service

Governor Services provide schools with a professional, high quality clerking service delivered by experienced clerks, underpinned by an efficient, knowledgeable management and business support team.

The service comprises provision of:

- a named clerk to meet the statutory requirement for governing bodies to appoint a clerk for their full governing body and committee meetings, who will assist in ensuring compliance with legislation and school governance regulations and procedures
- a focused agenda produced by the clerk in consultation with the chair of governors
- 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*
- accurate, high quality minutes sent to the chair of governors within 15 working days of the meeting
- a clerk to undertake follow up action or correspondence as instructed by the governing body
- access to GovernorHub - on-line clerking system
- maintenance and monitoring of governing body membership including 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
- filing and storage of documentation, ensuring compliance with statutory guidance on the retention of records
- telephone and written advice before and after meetings as required

New on-line system for communicating with governors in Nottinghamshire

Nottinghamshire Governor Services are pleased to be using the GovernorHub, on-line governor support system. We believe the system will facilitate speedy, effective communication between governor services and governing bodies and between governors and their schools.

GovernorHub was invented by school governors to make life as a school governor as simple as possible. You are able to access the information and tools that you need – on-line and instantly.

GovernorHub meets DfE stringent requirements for the data protection of your personal information. It has been used successfully for a number of years by individual governing bodies and governor support providers. The systems have evolved over time, based on the increasing demands made on governing bodies.

GovernorHub enables governors in Nottinghamshire to:

- keep up to date with the latest **news** and **announcements** from local and national sources.
- have private on-line discussions with fellow governors.
- plan and book meetings and school events in a **shared calendar** and link this to your personal diary on PC, tablet or phone.
- store all of your governing body **documents** in one place.
- enable school staff to upload and store school specific documents, including headteacher reports and committee minutes, produced by school staff.
- find **key data** about their school via links to local and national sources. Look at data for similar schools or search for other schools.

The governor services admin team and LA clerks will support governors in moving to this system and with individual queries or problems.



Costing information

Annual clerking packages:

£250.00 per Full Governing Body or Committee Meeting (based on 3 meetings per year)

£210.00 per Full Governing Body or Committee Meeting (based on 6 meetings per year)

£200.00 per Full Governing Body or Committee Meeting (based on 9 plus meetings per year)

For governing bodies which are part of a formal collaboration or multi academy trust, the number of meetings would be added together and priced accordingly.

15% is added to the clerking prices for governing bodies who wish to receive their papers via post to cover photocopying, preparation and postage.

Ad hoc clerked meetings may be purchased on an individual basis e.g. complaints panels, pupil exclusion panels, full governing body and committee meetings. This service is provided by an experienced clerk, who will call the meeting, give professional advice and guidance to governors and take and produce an accurate, high quality set of minutes.

£200.00 per meeting if the governing body has already purchased the annual clerking package, as outlined above and uses GovernorHub.

£250.00 for schools which do not purchase the clerking package and do not have access to GovernorHub.

Ad hoc clerking of meetings, agenda supplied by the school/academy. No pre-meeting discussions between the clerk and the chair.

£180.00 per meeting if the governing body has already purchased the annual clerking package, as outlined above and uses GovernorHub.

£200.00 for schools which do not purchase the clerking package and do not have access to GovernorHub.

Minuting service

Provision of an experienced minuting secretary, who will take and produce an accurate, high quality set of minutes.

£100.00 per meeting if the governing body has already purchased the annual clerking package, as outlined above and uses GovernorHub.

£90.00 per meeting if the governing body has already purchased the annual clerking package, as outlined above, uses GovernorHub and purchases nine minuted meetings or more per year, including within a collaboration or MAT.

£120.00 for schools which do not purchase the clerking package and do not have access to GovernorHub.

For all the above ad hoc clerking and minuting services, 15% is added to the price for governing bodies that wish to receive their papers via post to cover photocopying, preparation and postage.

Governing Body Advice and Information Service

This stand-alone service provides year round advice and guidance on all matters relating to the roles and responsibilities of governing bodies provided by staff who have extensive experience in supporting school governors. The service ensures that governing bodies and school leaders always have access to information about changes in legislation and Government Policy and on the implications for their schools. Friendly, informal and confidential advice is available via telephone and email.

The service comprises provision of: -

- termly and ad hoc briefing session for headteachers and chairs of governors or their representatives
- 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)
- ad hoc briefing reports on new or changed legislation
- committee agenda templates and minuting guidance
- 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
- model questions to facilitate effect monitoring
- guidance on staff and parent governor elections (including standard letters and forms in electronic format)
- mentoring support for new/existing chairs of governors
- model eligibility criteria for governors and code of conduct
- toolkit to support governing bodies in managing complaints.
- leadership and governance solutions toolkit
- the **Nottinghamshire Governor newsletter** sent electronically six times per year
- access to advice and information via the Nottinghamshire Schools Portal. Membership of the Nottinghamshire Association of Governors.

Costing information

This package may be purchased as a stand-alone service at a cost of £500.00 per school plus £200.00 per additional school if part of a collaboration or multi academy trust.

GovernorHub will be included in the price of the annual clerking support package of a minimum of three meetings per year.

Assess to GovernorHub, online clerking system may be purchased at an additional cost of £150.00 per school (for schools/academies which do not purchase the clerking support package).

Complaints Support Services

These services aim to support the complaints governor and the governing body in responding to complex complaints, at both the investigation stage and when the complainant wishes to have their complaint heard by a complaints panel.

The services will operate in line with the school's own agreed complaints procedure offering two levels of support, which can be purchased individually:

Stage one – investigation stage £250.00 offering clerking support up to 10 hours (further time available by negotiation).

Support for the complaints governor when undertaking an investigation into a complaint including:

- attending any face to face interviews, taking and producing notes as required
- assisting in identifying the nature of the complaint and the resolution the complainant is seeking
- acting as an independent third party as key contact on behalf of the complaints governor
- supporting the complaints governor to produce their report to the complainant.

Stage two – complaints panel hearing £450.00

offering clerking support up to a maximum of 14 hours, plus attendance at complaints panel hearing as clerk to the panel (further time available by negotiation).

Support for the complaints investigation panel from the point when the complainant makes a request for their complaint to be heard by a panel of governors including:

- acting as key contact for the complainant and chair of the panel throughout the process
- contacting the complainant to clarify/confirm the nature/key aspect of the complaint and why the complainant is not satisfied with the decision made by the complaints governor
- identifying the resolution sought by the complainant
- supporting the complainant, headteacher, investigation governor and complaints panel to agree a date and time for the hearing
- assisting with gathering evidence, collation and distribution of papers to an agreed timeline
- attending the hearing, providing advice where necessary and production of minutes of the meeting
- supporting the panel when reaching their decision and drafting the decision letter for approval by the chair
- on behalf of the panel, writing and sending the decision letter, once approved by panel chair.

Ad hoc support for the complaints panel hearing only

Clerking support for the complaints panel hearing only can be purchased. Please discuss your requirements with governor services.

External Review of Governance

We are able to offer two levels of support to governing bodies writing require an external review of their work. This service is particularly beneficial for governing bodies preparing for Ofsted or when they have been informed, within their Ofsted report, that they must undertake an external review of governance. Our team of reviewers are all experienced clerks who have worked with governing bodies for a number of years.

Level one If the governing body/trust board purchase the clerking package and therefore have access to GovernorHub, the price will be **£500.00** per review otherwise the price will be **£600.00** per review.

An external reviewer will work with the headteacher and chair to undertake an audit of governance over a 3 term period. The reviewer will then produce a detailed report for presentation to the governing body.

Level two If the governing body/trust board purchases the clerking package and therefore has access to GovernorHub, the price will be **£1,000.00 per review** otherwise the price will be **£1,200.00** per review.

An external reviewer will work with the headteacher and chair to arrange and attend a governing body meeting. They will distribute and present the audit questionnaire, answering any questions from governors at the meeting. The reviewer will meet with individual governors including the headteacher, chair and vice chair and/or training co-ordinator to gather additional information to support the production of the report.

The reviewer will then produce a detailed report to be presented at a governing body meeting as agreed with headteacher/chair of governors. In compiling the report, the reviewer will evaluate a range of governing body information over a 6 term period including the results of the collated audit questionnaires.

An action plan setting out objectives and timescales can also be produced at an additional charge for either review process.

The level two review will also include a review of school website compliance.

For the above governance review services, 15% is added to the price for governing bodies that wish to receive their papers via post to cover photocopying, preparation and postage.

Further information available from:

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