



# **GOVERNOR SUPPORT AND DEVELOPMENT**

## **TRADED SERVICES OFFER APRIL 2018 TO MARCH 2019**

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**GOVERNOR SUPPORT AND DEVELOPMENT – 2018/2019  
FOR MAINTAINED SCHOOL GOVERNING BODIES**

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Package 1: Advice, Guidance and Information				
<b>Audience</b>	Governors, Chairs of Governors, Head Teachers and Clerks			
<b>Synopsis</b>	Keeping up to date with National and local education/governance initiatives and developments will enable Governors to fulfil their statutory responsibilities – to set the vision and strategic direction of the school, to hold the Head Teacher to account for its educational performance and ensure financial resources are well spent.			
	<b>All Governors will receive</b>	<b>Chairs of Governors</b>	<b>Head Teachers</b>	<b>Clerks</b>
<b>Advice and Guidance</b>	Induction pack for new governors; Termly newsletter; Access to advice and guidance; Access to resources via the On-line governors' centre.  <b>** Optional **</b> Access to Learning Link E- Learning	<b>As for all governors plus:</b> Termly briefing papers; Specific briefing papers; Bespoke advice; Specific support with governor recruitment; Provision of support to become a National Leader of Governance (NLG); Assistance with brokering support from a National Leader of Governance; Advice on the role of the Clerk and their contribution to effective governance.	<b>As for all governors plus:</b> Termly briefing papers; Specific briefing papers; Bespoke advice; Specific support with governor recruitment; Advice on the role of the Chair of Governors; Advice on the role of the Clerk and their contribution to effective governance.	<b>As for all governors plus:</b> Termly briefing papers; Specific briefing papers; 1:1 training for new clerks Bespoke advice; Briefing meeting Specific support with governor recruitment. Advice on the role of the Clerk and their contribution to effective governance.
<b>Cost</b>	<b>Package 1A - £480 – with access to Learning Link</b> <b>Package 1B - £390 – without access to Learning Link</b>			

Governing Bodies who buy into the Clerking Service will receive a 10% reduction in the cost of Package 1

Package 2: Learning Link E-Learning	
<b>Audience</b>	Governors
<b>Synopsis</b>	Unlimited access to Learning Link E-Learning on-line training programme/learning modules, hot topics and policy watch section.
<b>Cost</b>	<b>£110 per Governing Body</b>

Package 3: “Welcome to Governance” Induction Training for New Governors	
<b>Audience</b>	New Governors
<b>Synopsis</b>	Attendance at a one-day induction training session for new Governors of Governing Bodies (lunch included)
<b>Cost</b>	<b>£80 per Governor</b>

Training and Development Events	
<b>Audience</b>	Governors
<b>Synopsis</b>	Face to face training courses/events will be organised throughout the year and course details will be sent direct to all governors.
<b>Cost</b>	<b>“Pay as You Go” basis and the cost to the school will be shown on the course details.</b>

Bespoke Training for Individual Governing Bodies	
<b>Audience</b>	Chairs of Governors and Head Teachers
<b>Synopsis</b>	Many of the courses in the central training programme can be delivered to an individual governing body on an in-house basis or can be tailored to meet the needs of an individual governing body. The courses are usually delivered by Local Authority officers but efforts will be made to secure external trainers where this is appropriate and affordable for the governing body. The cost for these sessions will vary and be negotiated with the governing body concerned before any commitment is sought.
<b>Cost</b>	<b>Variable</b>

Package 4: Clerking Service																								
<b>Audience</b>	Chairs of Governors, Governors, Head Teachers																							
<b>Synopsis</b>	<ul style="list-style-type: none"> <li>• A named Clerk for your Governing Body;</li> <li>• All administrative processes for the preparation and distribution of agendas, minutes and supporting papers for Governing Body meetings;</li> <li>• Preparation for meetings (including obtaining advice/guidance on issues relevant to agenda items as required);</li> <li>• Advice on appropriate procedures;</li> <li>• Advice on committee structures and terms of reference;</li> <li>• Advice on termly and annual timetables relevant to your Governing Body;</li> <li>• Advice on legal documents such as the 'Instrument of Government and The School Governance (Roles, Procedures and Allowances) Regulations 2013;</li> <li>• The production of minutes in your preferred format and management of follow-up work, including correspondence within ten working days of the relevant meeting;</li> <li>• Point of contact for Governors and Head Teachers to provide advice and information on who to contact on specific issues.</li> </ul>																							
<b>Cost</b>	Based on size of Governing Body																							
	<table border="1"> <thead> <tr> <th rowspan="2">Size of Governing Body</th> <th rowspan="2">Basic Charge for 3 Meetings</th> <th colspan="4">Additional Meetings</th> </tr> <tr> <th>Governing Body Meetings</th> <th>Pupil Exclusion/ Complaints Hearings</th> <th>Staff Hearings</th> <th>Unclerked/ Inqorate Meetings*</th> </tr> </thead> <tbody> <tr> <td>≤ 14 governors</td> <td>£1660</td> <td>£200</td> <td rowspan="2">£200 ≤ 3 hours</td> <td rowspan="3">£330</td> <td rowspan="3">£50</td> </tr> <tr> <td>15-17 governors</td> <td>£1895</td> <td>£220</td> </tr> <tr> <td>≥ 18 governors</td> <td>£2050</td> <td>£240</td> <td>£320 ≥ 3 hours</td> </tr> </tbody> </table>	Size of Governing Body	Basic Charge for 3 Meetings	Additional Meetings				Governing Body Meetings	Pupil Exclusion/ Complaints Hearings	Staff Hearings	Unclerked/ Inqorate Meetings*	≤ 14 governors	£1660	£200	£200 ≤ 3 hours	£330	£50	15-17 governors	£1895	£220	≥ 18 governors	£2050	£240	£320 ≥ 3 hours
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* covers liaison, preparation and distribution of paperwork																								

**GOVERNOR SUPPORT AND DEVELOPMENT – 2018/2019  
FOR ACADEMY AND FREE SCHOOL GOVERNING BOARDS**

**Key Contact:** Janet Chadbourn, Governor Services Manager  
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Package A: Advice, Guidance and Information				
<b>Audience</b>	Governors, Chairs of Governors, Head Teachers and Clerks			
<b>Synopsis</b>	Keeping up to date with National and local education/governance initiatives and developments will enable Governors to fulfil their statutory responsibilities – to set the vision and strategic direction of the school, to hold the Head Teacher to account for its educational performance and ensure financial resources are well spent.			
	<b>All Governors will receive</b>	<b>Chair of Governors</b>	<b>Head Teachers</b>	<b>Clerks</b>
<b>Advice and Guidance</b>	Induction pack for new governors; Termly newsletter; Access to advice and guidance; Access to resources via the On-line governors' centre.  <b>** Optional **</b> Access to Learning Link E- Learning	<b>As for all governors plus:</b> Termly briefing papers; Specific briefing papers; Bespoke advice; Specific support with governor recruitment; Provision of support to become a National Leader of Governance (NLG); Assistance with brokering support from a National Leader of Governance; Advice on the role of the Clerk and their contribution to effective governance.	<b>As for all governors plus:</b> Termly briefing papers; Specific briefing papers; Bespoke advice; Specific support with governor recruitment; Advice on the role of the Chair of Governors; Advice on the role of the Clerk and their contribution to effective governance.	<b>As for all governors plus:</b> Termly briefing papers; Specific briefing papers; 1:1 training for new clerks Bespoke advice; Briefing meeting Specific support with governor recruitment. Advice on the role of the Clerk and their contribution to effective governance.
<b>Cost</b>	<b>Package A1 - £530 – with access to Learning Link</b> <b>Package A2 - £440 – without access to Learning Link</b>			

Governing boards that buy into the Clerking Service will receive a 10% reduction in the cost of Package A

<b>Package B: Learning Link E-Learning</b>	
<b>Audience</b>	Governors
<b>Synopsis</b>	Unlimited access to Learning Link E-Learning on-line training programme/learning modules, hot topics and policy watch section.
<b>Cost</b>	<b>£110 per Governing Board</b>

<b>Package C: “Welcome to Governance” Induction Training for New Governors</b>	
<b>Audience</b>	Governors
<b>Synopsis</b>	Attendance at a one-day induction training session for new governors of governing boards who do not subscribe to Package A.
<b>Cost</b>	<b>£80 per Governor</b>

<b>Training and Development Events</b>	
<b>Audience</b>	Governors
<b>Synopsis</b>	Face to face training courses/events will be organised throughout the year and course details will be sent direct to all governors.
<b>Cost</b>	<b>“Pay as You Go” basis - the cost to the school will be shown on the course details.</b>

<b>Bespoke Training for Individual Governing Boards</b>	
<b>Audience</b>	Chairs of Governors and Head Teachers
<b>Synopsis</b>	Many of the courses in the central training programme can be delivered to an individual governing board on an in-house basis or can be tailored to meet its requirements. The courses are usually delivered by Local Authority officers but efforts will be made to secure external trainers where this is appropriate and affordable for the governing board. The cost for these sessions will vary and be negotiated with the governing board concerned before any commitment is sought.
<b>Cost</b>	<b>Variable</b>

Package D: Clerking Service					
<b>Audience</b>	Chairs of Governors, Governors, Head Teachers				
<b>Synopsis</b>	<ul style="list-style-type: none"> <li>• A named clerk for your governing board;</li> <li>• Advice on and adherence to the Academy's Articles of Association and its Funding agreement in so far as they relate to governors and governing board meetings;</li> <li>• All administrative processes for the preparation and distribution of agendas, minutes and supporting papers for governing board meetings;</li> <li>• Preparation for meetings (including obtaining advice/guidance on issues relevant to agenda items as required);</li> <li>• Advice on appropriate procedures;</li> <li>• Advice on committee structures and terms of reference where appropriate;</li> <li>• Advice on termly and annual timetables relevant to your governing board;</li> <li>• The production of minutes in your preferred format and management of follow-up work, including correspondence within ten working days of the relevant meeting;</li> <li>• Point of contact for Governors and Head Teachers.</li> </ul>				
<b>Cost</b>	Based on size of the governing board				
	<b>Size of Governing Body</b>	<b>Basic Charge for 3 Meetings</b>	<b>Additional Meetings</b>		
		<b>Governing Body Meetings</b>	<b>Pupil Exclusion/ Complaints Hearings</b>	<b>Staff Hearings</b>	<b>Unclerked/ Inquorate Meetings*</b>
	≤ 14 governors	£1825	£210	£210 ≤ 3 hours	£345
	15-17 governors	£1995	£230		
	≥ 18 governors	£2160	£250	£335 ≥ 3 hours	£50
	* covers liaison, preparation and distribution of paperwork				