

SERVICE SPECIFICATION

Governor Services Academic Year 2024 –2025

What our service offers

Governor services provide high quality professional clerking, crucial to the effective functioning of governing boards. The Governor Services team help governing boards to understand their role, function and the legal duties of school leadership and management.

Clerking, advice, and training

- The clerking of 3 full governing board meetings – involving planning and preparation of agendas, electronic distribution of papers and production of minutes
- Updates for the governing board on national and local issues through the production and circulation of a half termly information paper
- Regular Ofsted preparation and process reminders and updates (A comprehensive Governing Board Ofsted Inspection Preparation support service is also available)
- Advice on governors' attendance/continued membership of the governing board
- Support with the development of the governing board's strategic plan, including a meeting with the headteacher and chair of the governors at the end of the summer term, where requested
- Advice, support and updates on all legal aspects of governance, including pupil discipline committees, staff discipline committees and complaints (Further details on these are provided below)
- Termly, targeted briefing provided by the clerk at the start of each full governing board meeting
- Supply and analysis of the governing board skills audit
- Attendance for any governor at all of the RBG Governor Services CPD throughout the year. All sessions will support Governors in their statutory duties as well as preparation for Ofsted inspections
- Ongoing telephone and email support for the school and Governors on any Governance matter



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Schools can also choose to add to the offer above and commission the clerking service for a set number of additional committee/governor meetings for the academic year. This option provides schools with a 10% discount on the total cost of additional meetings commissioned for the academic year.

This SLA is calculated on the assumption that meetings will be up to 2 hours long. Additional time will be charged on a half hourly basis at £20 per half hour. Schools can choose to hold TWO consecutive committee meetings in one 2-hour slot and this will be charged as ONE 2 hour meeting.

A school may have exceptional circumstances e.g., an Ofsted inspection or sickness resulting in inordinate meetings where they need to postpone a meeting at short notice. However, any meetings postponed within 48 hours, other than those with exceptional circumstances, will be charged at 50% of the meeting cost.

Panel hearings, complaints, and investigations

Schools frequently require support from Governor Services to manage these processes, costs detailed below are only charged when a school makes use of this service.

We strongly recommend that schools continue to discuss this with their clerk when they need any of these services.

Panel hearings, including permanent exclusions:

- Organisation of the constitution of the panel
- Preparation and circulation of panel papers
- Attendance at the panel hearing
- Completion of panel hearing minutes
- Any additional support and guidance following hearing outcomes

Complaints:

- Advice, guidance, and support for Governing Board members to ensure correct processes and procedures are followed in responding to complaints

Investigations:

- Advice, guidance, and support for Governing Board members to ensure correct processes and procedures are followed throughout the investigation process
- Organisation of appropriate investigators
- Preparation and circulation of relevant papers
- Attendance at the investigation meetings



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- Completion of investigation meeting minutes
- Any additional support and guidance following investigation outcomes

We also provide schools with the flexibility to commission the clerking service for individual additional committee/governor meetings.

Additional services

- Whole Governing Board bespoke training – 2 hours
- Clerking of extra meetings, including preparation and post meeting follow up
- Review of governance
- Desktop analysis
- Safer recruitment training
- Academy Trusts – advice and support for delivering the statutory role of the trustees including clerking meetings

Contact Details

Julie Scott

Governor Services Manager

Tel: 020 8921 2793 or 07956 044430

Email: julie.scott@royalgreenwich.gov.uk

Performance Monitoring:

All services will be suitably and regularly monitored to ensure targets are consistently being met, in an effective and efficient manner.

