

Governor Support - Clerking



Overview

A knowledgeable and well trained clerk is an asset to any governing board meeting and it is a statutory responsibility for a board to appoint a clerk.

Our Governor Services team and clerks provide support and advice to ensure that the governing board operates fully within the legal framework in all its decision-making.

We provide a menu of services ranging from a simple one full governing board meeting per term option through to a fully tailored and bespoke service to meet your committee, governing board, local governing board or academy trust requirements.

We also provide training and ongoing support for school based clerks.

What does the service provide?

Clerking from a team of trained and experienced clerks briefed and supported by the Governor Services team.

Where at all possible a consistent clerk is provided to each school.

The full service option includes agendas, minutes and other documentation shared with governors via an online portal.

An online system with a host of other features including up to date news, training booking system, meeting management, messaging and document sharing.

The option to retain paper based documentation (at an additional cost).

A wide variety of options are available building into a bespoke offer to suit your requirements. Including the following options:

- A. One fully clerked governing board meeting per term with all documentation.
- B. Two fully clerked governing board meetings per term with all documentation.
- C. Bespoke packages for committee, governing board, local governing board or academy trust requirements, pricing to be negotiated.
- D. Support and training for school based clerks including all documentation.

Additional services can be bought flexibly and on request, including:

- o Full governing board meetings with full documentation.
- o Full governing board meetings on a clerk only basis.
- o Committee meetings with full documentation.
- o Committee meetings on a clerk only basis.
- o Ad hoc meetings.
- o Minute taking.

Expert clerking for sensitive meeting such as pupil discipline committees, staff dismissal and appeals.

Support for governing boards to run their own parent governor elections.

Telephone and email support which responds rapidly to enquiries and questions.



Governor Support - Clerking (cont)



Service available for: All schools

Benefits

Governors can access calling papers and supporting documentation a minimum of 7 days prior to the meeting, in line with statutory requirements.

Dedicated administrator to tailor the standard agenda to meet your requirements or create a bespoke agenda if needed.

Governing board meetings are clerked by trained professional clerks.

Clerks fully briefed on the standard termly agenda.

Draft minutes of the meetings provided to the Chair and Headteacher within ten working days of each meeting.

Contact

t. 01384 814367

Costs

Price on Application

Lead time

N/A

Notice period to cancel:

One Term

