

# Walsall Governance Services

## 2018/19



Working with you to develop and enhance effective governance  
that makes a positive difference



Walsall Council

*ES* Education Support Services



# About Us

Welcome to Walsall Governance Services brochure for 2018/19 which is part of the Education Support Service (ESS) Group.

We provide a wide range of quality assured and competitive services that help develop and maintain effective governance in schools and academies across Walsall and the Black Country. We provide direct and tailored support to governors, school leaders and clerks in their governance roles. With a breadth of professional governance experience and expertise the team is confident it can meet the specific governance needs of your school.

Conscious of ever tighter budgets the team can deliver a range of flexible support packages to meet the needs of your school. Please take a look at our website [eduss.co.uk](http://eduss.co.uk) to view other services available.

Good governance is vital for improving and maintaining high standards in schools and is part of the Ofsted framework. The expectations placed on governors continues to grow year on year and it is important that as governors you have access to the very latest support and technical advice to enable you to make the strategic decisions you need to take for the benefit of your school.

The Department for Education's Governance Handbook and Competency Framework sets out clear expectations for governing bodies as strategic leaders and stresses the role they play in supporting children and young people to achieve the very best outcomes through school. There is increasing expectations in terms of evidencing self-reflection and ongoing training and development as a governing board.

Walsall Governance Services work closely with a range of partners to help schools and academies navigate and keep abreast of the changing regulatory and inspection framework for governance. We work closely with Walsall School Improvement Partners (SIPs), National Governors Association (NGA), Walsall Governors Association (WGA), and have an extensive network of experienced governors and professionals including National Leaders of Governance (NLGs) to provide high quality support to governing bodies.

Over the coming year we look forward to working closely with you and doing all we can to meet your expectations.

Please do not hesitate to contact the Governance Services Team for further information on email: [govsupport@walsall.gov.uk](mailto:govsupport@walsall.gov.uk) or call 01922 652864.

Duncan Whitehouse  
Governance Manager

# Services we offer:

## External Review of Governance

An external review can be a powerful means of embedding good practice across a governing body as well as identifying areas for development which could further enhance a governing body's effectiveness and impact.

Our approach to external reviews is aligned to the Ofsted's expectations of school governance. The approach also aligns with the newly published Competency Framework for Governance published by the Department for Education.

The review will be tailored to the needs of the school and will involve on site discussions with the Head teacher, the Chair, the Clerk and governors.

There will be an assessment of previous minutes and statutory compliance with governance regulations. The final report, once agreed, will be presented to the governing body and the Governance Services Team will support in the development of an action plan arising from the recommendations of the review.

The process will result in some clear evidence based recommendations and also provides strong evidence of the governing body's focus on self-evaluation.

## Training and Advisory Service

We offer a comprehensive training programme and advisory support service for governors helping them shape the vision and direction of their school, provide constructive challenge and acting as a critical friend in the best interest of pupils. Sessions are interactive and provide a range of good practice evidence delivered by experienced trainers and serving governors.

Evidence from Ofsted inspections highlight that governing bodies which have prepared themselves thoroughly, supported by governor training and development, secure a better grade for governance compared to those that have not. We strongly recommend all governors to attend regular training to improve their effectiveness in the role and to keep abreast of developments that may affect their school and their role as a governor.

Our training programme has been fully revised for 2018/19 and draws upon current best practice in school governance. Training can be accessed through face to face training sessions, e-learning and school based training. We also offer training for Clerks and bespoke 'in school' training. **Training can be tailored to meet the needs of a group of schools on a cluster basis encouraging governors to share good practice and ideas and provide greater value for money.**

For schools that buy into the advisory service, governors will also receive a monthly update on key changes to school governance, highlighting local and national good practice.

## Clerking Service

High quality professional clerking is crucial to the effective functioning of a governing body. A Clerk's role is not only to be well organised and conduct the administrative tasks, but more importantly advise the governing body on legal compliance, helping governors understand their role, functions and legal duties.

Different governing bodies require different time commitments and involvement from their Clerk.

We provide a professional clerking service that is tailored specially to your governing body's needs. You will be provided with a named clerk who has access to regular continuous professional development,

including national accreditation to provide expert and professional clerking to contribute to the effectiveness of your governing body.

### **Don't take our word for it!**

***"Informative training session which prompts many points for discussion to support and challenge the school."***

New Invention Infants – Training

***"A clear and concise report, easy to read and very helpful. Very pleased with the review"***

Meadow View Primary School – External Review of Governance

***"As Executive Principal of 3 schools I have been using the clerking services for nearly 2 years. The service and clerk is extremely professional, very thorough and very supportive. Paperwork is accurate and reflects the process of governance accurately from reporting and recording challenge. The service is value for money"***

The Federation of King's Rise, Rough Hay and Croft – part of the Elliot Foundation

### **Benefits of signing up:**

- Dedicated telephone and email advice and support including advice to governors experiencing challenging circumstances.
- Up to date statutory guidance on all aspects of governance for schools/academies.
- We maintain a database of governing body memberships.
- A training programme designed to meet Ofsted's and the Department for Education's expectation for governance.
- A comprehensive induction programme for new governors.
- Professional clerking service with a named clerk.
- Termly briefings for Chairs and Clerks and regular email updates.
- A termly governor newsletter to update governors on current developments locally and nationally.
- Annual conference giving governors opportunities to network and share good practice.
- Support and guidance on constitutional matters including Instrument of Government and Articles of Association.
- Skills based governor recruitment and selection.

# External Review of Governance

An External Review of Governance (ERG) is a powerful means of evaluating the effectiveness of a governing body.

With the expectations of governors increasing, an external review provides an opportunity to identify areas of good practice as well as further areas for development.

Our approach to external reviews is aligned to the Ofsted's expectations of school governance. The approach also aligns with the newly published Competency Framework for Governance published by the Department for Education.

## The Process

The review is conducted by an experienced member of the team and will bring together a range of evidence.

It includes a detailed review of governance which will include conversations with governors and senior leaders at the school and a review of minutes and statutory policies.

The focus of the review will be developed in discussion with the school and will lead to a comprehensive report highlighting recommendation for improvement and areas for development in terms of governance.

Following the review, the process includes a development session in which the findings and recommendations of the review will be presented to governors and support provided to develop an action plan arising from the review.

## Core activities include:

- An evaluation of governance through documentation including minutes of meetings, data analysis and website compliance.
- Face to face conversations with governors based on what the papers suggest about the governance of the school.
- A written report giving an evaluation of governance aligned with Ofsted expectations of governance and the newly published Competency Framework for Governance published by the Department for Education.
- Unambiguous recommendations for development and the highlighting of good practice.
- Includes a 2 hour development session to embed an improvement plan.

## Pricing:

The price will be £930.

# Governor Support Training & Advisory Service

There is a growing expectation on governing bodies to prioritise their own self-evaluation and personal development.

Ofsted will consider the extent to which a governing body is committed to its own performance, development, leadership and management. The competency framework for governance released in January 2017 provides an outline of the knowledge, skills and behaviours required for effective governance. The framework comprises of 16 competencies, grouped under six headings for effective governance, which are set out in the Governance Handbook as shown below:

## Principles and personal attributes:



To request a copy of our training programme please contact the Governance Services Team

We are working in partnership with National Governor's Association (NGA). As part of the training package you will receive standard membership to the NGA and access to e-learning through the Learning Link.



## Training and advisory service level agreement includes:

**Core Training Programme** – delivered at the Education Development Centre (EDC) includes the following key courses: safeguarding, data analysis and effective challenge.

**Governors' induction package** – includes an induction pack for all new governors, face to face sessions and an extended online support for the first 12 months; followed by the Developing Governor Skills course which is designed to expand on key skills governors need to ensure they are effective in their role.

**One free in school training session** – the service level agreement includes one free in school training session to meet your governing body's needs.

**Chairs and Clerks training** – includes Chairs training focusing on leading the governing body and Clerks training to develop outstanding clerking.

**Termly Chairs and Clerks briefing** – that cover key tasks for governing bodies as well as providing updates from other service areas. Schools are provided with template core agendas and reports outlining priorities that need to be covered during the term.

**Advisory Service** – access to expert and reliable telephone and email advice including legal obligations, core functions and recommended good practice.

**Standard NGA membership** – for the governing body, which includes:

- access to members' only content in the online guidance centre containing a wealth of governance resources.
- NGA guides available at a discounted price.
- a free place at NGA member events and conferences.

**E-Learning (Learning Link)** – access to e-learning through the Learning Link. This package has been developed in partnership with Governance practitioners; its focus is on supporting Governors, Clerks and School Leaders to achieve 'Effective School Governance' and will drive school improvement to secure outcomes for children and young people. Governors will have access to over 50 modules.

Modules include: Governance: Your role, your responsibilities, your organisation, Progress and attainment: using data to improve educational outcomes, Key Functions of the Governing Body, Exclusions, Understanding Schools Finance, Ofsted Inspection of Schools and many more.

**Support to recruit new governors** – having the right people around the table is vital to build an effective governing body. We help find volunteers through local contacts and work alongside the national governor recruitment services.

**Walsall Governor Newsletter** – governors of subscribing schools will have access to a termly published newsletter updating them on current developments locally and nationally, and will receive fortnightly email updates.

## Pricing:

School	Price
Nursery & Special	£770.00
Primary (including academies)	£910.00
Secondary (including academies)	£1050.00

**Bespoke full governing body/Cluster based training** is available on request and additional charges apply for this service.

The Governance Services Team will work with schools to provide a bespoke development training session. As part of the service the Governance Services Team will:

- Identify key areas of development for governing boards and governor cluster groups to strengthen governance and assist strategic working.
- Design a bespoke development session or programme of sessions to agreed specifications.
- Deliver the session(s) at a mutually convenient time, date and venue.
- Invite all attendees to the session(s) via email or letter.
- Provide a pack of materials and handouts for each attendee to facilitate their learning.
- Evaluate the session to ensure that objectives have been met and to quality assure the provision.

Please contact the Governance Services Team for further details.

NB: schools buying into the training service level agreement are entitled to one free 'in-school' training session, which can be used to their advantage as a credit towards a cluster training session, providing all schools attending the session buy into the training and advisory service level agreement.

Non-members will be charged for training as indicated below.

## Pricing for non-members:

Single attendance up to a 2 hour session:	£90.00
Single attendance at a day course:	£150.00
Additional whole governing body course:	£340.00

\*Terms and conditions apply for course cancellation – see page 13.

# Professional Clerking Service

There has never been a time when clerking has been more vital for effective governance, both in maintained schools and academies.

Walsall Governance Services seeks to provide a clerking service that is tailored specially to your governing body's needs.

We will provide expert and professional clerking support to contribute to the effectiveness of the governing body. We pride ourselves on providing a friendly and effective service.

## We provide:

A professional clerking service with a named clerk to governors and provide a cover clerk where the regular clerk is not available. The work of all our clerks is quality assured.

The Clerk will:

- Organise and support the Chair and Head teacher in preparing for meetings.
- Circulate calling papers to all governors in line with requirements.
- Provide information and legal advice for the termly governing body agendas.
- Advise the governing body on constitutional and procedural matters, duties and powers.
- Will undertake the clerical and minuting functions associated with meetings including; accurate and professionally produced minutes, highlighting challenge and ensure that decisions/ actions are followed up.
- Manage information effectively in accordance with legal requirements.

Our Clerks have access to the following support:

- Access to the NGA Goldline through the Governance Services Team.
- Advice and support from the Governance Services Team.
- Regular training, briefing and CPD opportunities including national accreditation.

The fees charged for clerking are based on the time involved in preparing the agenda, circulating documentation for the meeting, writing up minutes, submitting draft minutes to the Chair/Head teacher and making amendments together with following up any actions that are the responsibility of the Clerk.

**Please note: The Governance Services Team will no longer be providing agenda's and supporting reports to all clerks of Walsall Schools, only to schools who have bought into the clerking or the training and advisory service level agreement.**

## Pricing:

Set out below are the indicative costings for Nursery, Primary, Secondary and Special schools. Prices are based on clerking of 9 meetings (based on 2 hours per meeting).

School/ Setting	9 Meetings	Extra Meeting Members only	Non Members Price per meeting
Nursery	£2625	£285	£315
Primary Inc. Special School	£2950	£295	£355
Secondary Inc. Special School	£3570	£315	£430

NB: If you require fewer than 9 meetings or require further details please contact the Governance Services Team on 01922 652864.

Our fees include preparation and distribution of calling papers via email, unless requested otherwise, in which case the following charges will apply:

Black and white copying and postage, this includes: agenda, previous minutes, committee minutes, will be charged at £2.00 per governor per meeting and colour copies will be charged at £3.50 per governor per meeting.

NB: charges apply for copying additional documents e.g. Head teacher's report, policies etc. Black & white copying – 5p per side, colour 10p per side.

Meetings exceeding 2 hours duration will incur an additional charge of £25 per 15 minutes (or part thereof).

Inquorate meetings cancelled/ re-scheduled in advance after the calling papers have been distributed will be charged at £50.

Inquorate meetings where the Clerk has attended will be charged in full. The Clerk will be happy to take notes.

## Additional Meetings:

Fees for additional meetings apply to pupil exclusion, staff dismissal and appeals.

Pay committee meetings will be charged at £145 for a 1 hour duration. Meetings exceeding this duration will incur an additional charge of £25 per 15 minutes (or part thereof).

## Clerking and coordinating Head/ Deputy Teacher Appointments

The process includes the following;

- Clerking of the first meeting (selection panel meeting).
- Clerking of ratification meeting.

Please note we no longer provide the administrative support for this process.

For further details regarding the process, please contact the Governance Services Team.

The charges for clerking the first meeting of the Headteacher appointment and the ratification meeting can be included in the 9 meeting as part of the clerking SLA or as an extra meeting. Non-members will be charged at the meeting rate for non-members.

NB: Terms and conditions apply to the Clerking service level agreement. Please see page 13.

# Additional services provided on a consultancy basis

## Collaboration / federation / acadamisation

Tailored advice and support to governing bodies thinking about changing their governance arrangements whether that be closer collaboration through to hard federation or acadamisation.

The team will facilitate discussions between governing bodies ensuring they are secure in choosing the option that best fits the school and its pupils. Support will also be provided in developing consultation documents, terms of reference, and schemes of delegation.

## Advisory Service for Exceptional/Complex Cases

There is never a quiet moment for governing bodies these days but on occasions there may be specific governance risks or complex cases that require support in terms of being managed by the governing body. Tailored support and advice is available to Chairs of Governors and Head teachers in developing capacity and the necessary procedures to prevent issues of reputational risk to the school and developing solution focussed actions to resolve and prevent matters escalating.

Support for both the above services will be tailored to the needs of individual schools. For more information and to discuss charges please contact the Governance Services Team.

## Governance Health Checks

Whether you are preparing for an Ofsted inspection or simply want some external assurance of compliance against current legislation and good practice the team can offer support undertaking discreet reviews of governance issues including:

**Website compliance check** – a desktop review of the school's website to ensure compliance against all statutory requirements. The school will receive a report highlighting compliance and suggestions as to actions needed to address matters of non-compliance.

### Pricing:

Website compliance check – £125

**Policy review check** – a review of governing body compliance with statutory policies. This will include an onsite visit and a review of key policies against statutory requirements and an action plan for areas of non-compliance.

### Pricing:

Policy review check – £175

# Terms and Conditions

All schools/educational establishments signing up to services are required to complete and return a proforma to the Governance Services Team.

## 1.1 Payment arrangements

On receipt of your service request form, an invoice will be raised in full for the services requested. Any additional services will be charged on a termly basis.

Schools will be charged in full for 9 meetings on signing the service level agreement for clerking. Additional meetings will be charged on a termly basis. Meetings exceeding 2 hours will incur an additional charge of £25 per 15 minutes (or part thereof).

## 1.2 The Clerk

The Clerk is employed by Walsall Council in its Clerking Service at all times. The governing body agrees that it shall not trade directly with any Clerk which has contracted with Walsall Governance Services Team to provide clerking services.

The governing body agrees not to employ or engage with the clerk to provide services to the governing body which are similar to or the same as those formerly provided by the Walsall Governance Services Team.

If a governing body breaches this provision it agrees to pay Walsall Governance Services Team compensation fees equivalent to the full service level agreement breached. The compensation fee will cover financial loss occurred to Walsall Governance Services Team in recruiting and training a replacement Clerk.

## 1.3a Cancellation service Level Agreement

You may terminate your service level agreement at any time on giving at least 4 weeks' notice of termination in writing to the Governance Services Team. A cancellation fee of one term service will apply on cancellation.

## 1.3b Cancellation due to Academy conversion

Schools converting from maintained to academy status will need to provide 4 weeks' written notice to withdraw from the service level agreement and a cancellation fee of one term service will apply.

## 1.3c Training Course Cancellation

If you are unable to attend a course, please notify the Governance Services Team at the earliest opportunity and at least 24 hours prior to the session.

Cancellation fees will apply for non-attendance or if the course place is cancelled without 24 hours' notice. The school /establishment will be charged a fee of £25 per session. Fees may be waived only in exceptional circumstances.

## 1.3d Courses Cancelled by The Governance Services Team

The Governance Services Team will only cancel a course if an exceptional circumstance occurs or where there is less than 5 delegates. Delegates will be given notice as soon as possible.

## 1.4 Quality Assurance and Feedback

Your feedback will be requested regarding our services, your comments and recommendations will be used to improve our services.

If you have any concerns/ complaints regarding our services please contact the Governance Services Manager.

## Contact Us:

### **Walsall Governance Services**

Education Development Centre

Pelsall Lane

Rushall

WS4 1NG

Telephone: 01922 652864

Email: [govsupport@walsall.gov.uk](mailto:govsupport@walsall.gov.uk)

Terms and Conditions for the supply of traded services by Walsall Metropolitan Borough Council to maintained schools, academies and other educational establishments can be found on our website [eduss.co.uk](http://eduss.co.uk)

