

# Walsall Governor Support and Development Team Services 2017/18



Providing quality services to schools and academies to develop  
and maintain effective governance



Walsall Council

ES Education Support Services

# About Us

Welcome to Walsall Governor Support and Development Team services brochure 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 Birmingham 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.

We are mindful that the budgets for schools are increasingly tighter, year upon year, and with that in mind, we remain committed to offering high quality and competitively priced services to establishments, tailored to meet your needs.

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.

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 Governor Support and Development Team 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 a range of partners including 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 Governor Support 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:

## Training and Advisory Service

We offer a comprehensive training programme and advisory support service for governors. Helping governors to shape the vision and direction of the school, acting as a critical friend, providing challenge to the senior leaders and by holding stakeholders to account for the performance of the school.

Evidence from Ofsted Inspections suggests that governing bodies that 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 new training programme has been designed to equip governors with the right skill set and to understand their roles and responsibilities. Training includes: face-to-face, e-learning, central and cluster training. We also offer Clerks and bespoke 'in school' training.

## Clerking Service

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

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

We provide a clerking service that is tailored specially to your governing body's needs. We provide expert and professional clerking to contribute to the effectiveness of your governing body.

## 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 Governor Support 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 bodies focus on self-evaluation.

## 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.
- 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 half 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 & selection.

# External Review of Governance

## We Provide:

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 £880.

# 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 it's 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 Governor Support Team

**New** for this year we are working in partnership with National Governor Association (NGA), National College and Governor e-learning (GEL). As part of the training package you will receive free membership to the NGA and access to e-learning through GEL.

**nga** National Governors' Association

 National College for Teaching & Leadership

**gel**

## Our 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, effective challenge and more.

**Governors' induction package** includes 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.

**Chairs and Clerks training** includes Chairs training focusing on leading the governing body. Clerks training to develop outstanding clerking. Also a termly Chairs and Clerks briefings.

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

**Advisory Service** includes Standard governing body NGA membership and advice from the Governor Support Team.

**E-Learning (GEL)** access to e-learning through the GEL. 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. Giving governors access to 41 modules. These cover everything you need to know about effective governance.

## Pricing:

School	Price
Nursery	£730.00
Primary (Inc. Special)	£870.00
Secondary (Inc. Special)	£1010.00

**NEW Cluster based training** is available on request. Schools can request bespoke training on topics based on requirements. These courses will be developed in conjunction with the schools and delivered at one location. Additional charges apply for this service, please contact Governor Support for further details on 01922 652889.

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 at the pay as you go rate as indicated below.

Pricing for non-members:

Single attendance up to a 2 hour session:	£80.00
Single attendance at a day course:	£140.00
Additional whole governing body course:	£310.00

\*terms and conditions apply for course cancellation – see page 10.

# 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 Governor Support 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 Clerk will:

- Organise and support the Chair and Headteacher 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 are followed up.
- Manage information effectively in accordance with legal requirements.

## Support for the Clerk:

Our Clerks are supported by the Governor Support Team and the work produced is quality assured.

Our Clerk will have access to the following:

- NGA Goldline through Governor Support.
- Access to advice and support from the Governor Support Team.
- Regular training, briefing and CPD opportunities.

The fees charged 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 is the responsibility of the Clerk.

## Pricing:

Set out below are the indicative costing 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	£2500	£270	£300
Primary Inc. Special School	£2800	£280	£340
Secondary Inc. Special School	£3400	£300	£410

NB: If you require fewer than 9 meetings or further details please contact the Governor Support Team on 01922 652872.

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).

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

Inquire 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 £136.50 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).
- Preparation of draft documentation including job description, person specification and advert.
- Finalising documentation for placing with advertising agencies (TES, Walsall Authority and West Midland jobs).
- Collating and anonymising applications for panel.
- Preparation of papers for shortlisting and producing packs for the selection panel.
- Writing to successful/ unsuccessful candidates and requesting for references.
- Clerking of ratification meeting.

For further details regarding the process, please contact the Governor Support Team on 01922 652872.

### **Pricing:**

Members: £750.00

Non-members: £850.00

NB: terms and conditions apply to the Clerking service level agreement. Please see page 10.

# Terms and Conditions

All school/educational establishments signing up to services are required to complete and return a proforma to the Governor Support and Development 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 Governor Support 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 Walsall Governor Support Team.

If a governing body breaches this provision it agrees to pay Walsall Governor Support Team compensation fees equivalent to the full service level agreement breached. The compensation fee will cover financial loss occurred to Walsall Governor Support 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 Governor Support 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 Governors Support Team on 01922 652889 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 within the 24 hour prior to the session. 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 Governors Support Team

The Governors Support 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 Governor Support Manager.

### 1.5 Out of borough schools

Additional charges may apply for mileage and travel for services to out of borough schools/ establishments.

## Contact Us:

#### General Enquiries

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

#### Duncan Whitehouse Governance Manager

Tel: 01922 652886

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#### Sangita Patel Governance Officer

Tel: 01922 652889

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#### Reena Chumber Governance Officer

Tel: 01922 652872

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#### Gurdeep Sanghera Clerk to Governors

Tel: 01922 652859

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

#### Amandeep Sandhar Governance Officer

Currently on maternity leave,  
please 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)

