

Wakefield LA
SERVICE LEVELS FOR GOVERNOR SERVICES

Published: June 2001
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This document outlines the Service Levels provided by Wakefield Local Authority (LA) for:

- Governing Body Clerking Service
- Governor Training Service.

The document also includes:

- current charges for subscription to the Clerking Service and Training Service;
- current LA policy on providing a Clerk for Behaviour and Discipline Committees and Pupil Discipline Committees;
- current LA policy on providing a Clerk for Complaints Committees.

Further information/clarification

If you wish to discuss the contents of this document, please contact Tim Kitching (01924 305067).

THE WAKEFIELD CLERKING SERVICE: SERVICE LEVELS 2011/12

Access to this service is by subscription. No additional charges will be made unless stated otherwise, below.

- 1. A comprehensive clerking service for up to six meetings of the full Governing Body in any financial year**
- 1.1 Prepare the agenda for the meeting, in consultation with the Chair of Governors/Headteacher.
- 1.2 Give written notice of the meeting, including the agenda, to all governors, associate members and the Corporate Director (Family Services) [the CDFS] at least seven clear days before the date of the meeting (except for urgent meetings agreed by the Chair of Governors), in line with statutory requirements.
- 1.3 Send the Headteacher a copy of the agenda for the meeting, to be available for inspection by members of the public in line with statutory requirements.
- 1.4 Distribute the Headteacher's Report with the agenda for the meeting, where requested to do so.
- 1.5 Provide a clerk to the meeting who will take notes on the meeting, provide procedural and constitutional advice, draft the minutes and report back to County Hall on further advice requested by the Governors and other follow-up action required.
- 1.6 Produce minutes which will provide a clear and accurate record of all the decisions taken at the meeting (the "full set"). Where appropriate, produce a second set of draft minutes (the "abbreviated set") for public inspection (see 1.9 below) from which matters not for publication have been excluded.
- 1.7 Clear the draft minutes with the Chair of Governors and send a copy to the Headteacher for information.
- 1.8 Distribute the minutes ("full set") to all governors, observers (where requested by the Governing Body) and the CDFS, in line with statutory requirements.
- 1.9 Send to the school a copy of the minutes ("abbreviated set", where appropriate), to be available for inspection by members of the public in line with statutory requirements.
- 1.10 At voluntary schools, send a copy of the minutes ("abbreviated set", where appropriate) to the relevant Diocese.

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1.11 Provide follow-up advice on any procedural and constitutional matters raised at the meeting, as necessary.

2. Advice and support between Governing Body meetings

2.1 Provide a named Governor Support Officer in Family Services for the Governing Body. He/she will:

- specialise in governing body matters;
- provide access to specialist advice on governing body constitution, procedures and responsibilities, including legal advice as necessary;
- co-ordinate the clerking service provided for the Governing Body;
- provide a contact-point for liaison within Family Services on behalf of the Governing Body.

2.2 Maintain a full record of governing body agendas and minutes, papers considered at governing body meetings and terms of reference and membership of committees, selection panels and working groups.

2.3 Monitor governors' attendance at governing body meetings and bring to the attention of the Governing Body cases where governors have not attended a meeting within the statutory requirement (currently six months).

3. Administering the appointment and resignation of governors

3.1 Maintain full and up-to-date records of the constitution and membership of the Governing Body, including governors' term of office.

3.2 Inform appointing bodies of vacant governorships to which they should appoint, receive written notice of subsequent appointments and inform the Governing Body at the next meeting, in line with statutory requirements.

3.3 Receive written notice of resignations and removals of governors and inform the Governing Body at the next meeting, in line with statutory requirements.

3.4 Carry out Criminal Records checks and other eligibility checks on governors, in line with statutory requirements.

4. Clerking of single item Governing Body meetings to consider headteacher/deputy headteacher appointment recommendations

4.1 Provide a full clerking service (detailed in 1.1-1.11 above) for "single item" governing body meetings held to consider a selection panel's recommendation for the appointment of a headteacher or deputy headteacher.

5. Additional Governing Body meetings

- 5.1 Subject to the availability of staff, the LA will provide the Clerking Service outlined in 1.1 - 1.11 above for additional full Governing Body meetings beyond those specified in the Service Level. A charge will be made for such additional meetings: £125.

6. Withdrawal from the service

- 6.1 A governing body may withdraw from the service with effect from the start of any school term.
- 6.2 A governing body that wishes to withdraw from the service must give written notice, signed by the Chair, to the Head of School Governor Services at least two months before the withdrawal is to take effect.

The Role of the Clerk in relation to the LA

For governing bodies which use the Clerking Service, the Clerk to the Governors is, in law, the Corporate Director (Family Services). In practice, this role will be fulfilled by a member of staff from Family Services who has been trained to act as Clerk. His/her first responsibility, as Clerk, is to act on behalf of the Governing Body.

WAKEFIELD LA'S GOVERNOR TRAINING SERVICE: SERVICE LEVELS: 2011/2012 FINANCIAL YEAR

All the following services are provided in return for subscription to the Governor Training Service. No additional charges will be made unless stated otherwise, below.

1. Access to LA "programme" governor training courses

[No additional charge]

- Access on a "first come, first served" basis to 40-50 courses (places must be booked in advance).
- Courses will be provided in line with:
 - the induction needs of new governors;
 - local and national initiatives affecting governors;
 - responses from governors to consultation on governor training priorities (see "Consultation" section below).
- Details of programme courses for the 2011/2012 school year will be sent to all governors in September 2011. Updates and reminders will be sent out during the year.
- The programme will include courses on financial issues, provided by the Authority's Schools Finance Team as part of this Service Level.
- School staff may attend these courses by prior arrangement.

2. Access to the LA's Governors' Conference

[No additional charge]

- The conference will be held in November 2011.
- Information and booking forms will be sent to all governors in June/July 2011.
- Approximately 150 places will be available, on a "first come, first served" basis. Places must be booked in advance.

3. Access to LA "bespoke" governor training

[Charge of £40 per hour; minimum charge of £40]

- Courses will be provided at the request of the school's Training Link Governor for:
 - an individual governing body (plus school staff, if requested); or
 - a cluster or pyramid of governing bodies.
- Timing and venue will be negotiated with the governing body/bodies.

- Bespoke courses are an ideal way of meeting the particular development needs of individual governing bodies. They can also bring training to governors who have difficulty in getting to programme courses.
 - Please note that bespoke courses relating to financial issues are not included in this Service Level. Such courses are provided by the Authority's Schools Finance Team through the Authority's Service Level for Accountancy Services.
4. **Access to one "free" bespoke pyramid course for governors in a particular pyramid**
[No additional charge by the LA, although school premises costs may be passed on as a charge]
- Each pyramid may request a course under this heading, each term.
 - For these purposes, all nursery schools, all high schools and all special schools, respectively, will be regarded as pyramids in their own right, in addition to being part of their "geographical" pyramid.
5. **Access to the LA's "Library of Resources for Governors"**
- Access to loans from the LA's "Library of Resources for Governors" which includes books, videos and other materials.
 - The catalogue for the LA's "Library of Resources for Governors" is published on www.wakefield.gov.uk/education/schools/governors or phone 01924 305636/41 for a hard copy.
6. **Access to the "Modern Governor" e-learning programme**
[The fee for the programme is £89 per school]
- Access to this national e-learning programme at preferential rate [normal prices are £299 per nursery, primary or special school and £399 per high school].
 - Contact Liz Elliott (tel. 01924 305661) to subscribe to this programme.
7. **Withdrawal from the service**
- A governing body may withdraw from the service with effect from the start of any school term.
 - A governing body that wishes to withdraw from the service must give written notice, signed by the Chair, to the Head of School Governor Services at least two months before the withdrawal is to take effect.

CONSULTATION

The LA is committed to planning and providing its governor training service in consultation with governors.

Therefore, the LA:

- will respond constructively to all comments and suggestions from governing bodies, individual governors and headteachers;
- has asked each governing body to appoint a Training Link Governor (TLG) to provide a link with the LA on training matters;
- will continue to keep TLGs informed of developments affecting governor training;
- will continue to arrange meetings for TLGs to meet with each other and with LA officers, on an annual basis, to review the governor training service provided and consult on future developments;
- has set up an Advisory Group for Governor Training and Support. This is made up of TLGs, headteachers' representatives and LA officers and meets each term to review the governor training service and plan for the future.

SUBSCRIPTION CHARGES: 2011/2012 FINANCIAL YEAR

Clerking Service:

- all schools: £1,572.

Training Service:

- high schools: £601;
- nursery, primary and special schools: £481.

LA POLICY ON PROVIDING A CLERK FOR BEHAVIOUR AND DISCIPLINE COMMITTEES OR PUPIL DISCIPLINE COMMITTEES

Financial Year 2011/2012

- 1 This policy only applies to committees of governing bodies which are carrying out the statutory responsibility of a Pupil Discipline Committee to review certain pupil exclusions (as specified in legislation).
- 2 The LA expects all governing bodies to appoint a clerk to act in these circumstances. The LA provides detailed guidance for such clerks which is available on the Internet (www.wakefield.gov.uk/education/schools/governors, in the Guidance and Information section) or via e-mail. The LA also provides telephone advice on exclusion procedures (01924-307403). Training sessions for clerks are also provided from time to time.
- 3 Where the governing body cannot provide a Clerk for a particular meeting, the LA will, if requested and subject to the availability of staff:
 - (a) provide an officer to:
 - take notes on the meeting;
 - produce minutes of the meeting;
 - produce a letter of decision;
 - produce a report to the next meeting of the governing body.
 - (b) charge the governing body in return for this service, @ £125 per meeting.

LA POLICY ON PROVIDING A CLERK FOR COMPLAINTS COMMITTEES

Financial Year 2011/2012

- 1 The LA expects all governing bodies to appoint a clerk to their Complaints Committees.
- 2 The LA provides detailed guidance on handling complaints which is available on the Internet (www.wakefield.gov.uk/education/schools/governors, in the Guidance and Information section) or via e-mail.
- 3 Where the governing body cannot provide a Clerk for a particular meeting, the LA will, if requested and subject to the availability of staff:
 - (a) provide an officer to:
 - take notes on the meeting;
 - produce minutes of the meeting;
 - produce a letter of decision;
 - produce a report to the next meeting of the governing body.
 - (b) charge the governing body in return for this service, @ £125 per meeting.