

## **GOVERNORS SUPPORT**

Governors Support is provided through School Assurance, as part of Education and Skills.

The service makes provision for a Clerk to be provided by the LA to attend one meeting of the Governing Board per term, together with the electronic distribution of meeting papers including agendas, and administrative support linked to the clerking package. The service currently offers three options as part of the buy-back package.

The Governors Support Service offers advice, guidance and support on all school governance related issues.

### **Description of Gold Service**

- Identification and personalisation of specific agenda items and preparation of individual school agendas
- Arranging for Headteachers' and other reports to be available for distribution  
Collation of agendas, reports, minutes and issue of these to all Governors  
Provision of Clerk to minute one full Governing Board meeting per term  
Preparation and typing of minutes from the meetings
- Issue draft copies of the minutes to the Headteacher and Chair of Governors  
Arranging for amendments of the minutes as requested by the Headteacher and Chair of Governors
- Initiation of action on items arising from decisions and queries of the Governing Board, and reporting back on such items to the Chair and Headteacher
- Full access to the GovernorHub platform, where meeting papers will be uploaded securely, along with information regarding Governing Board membership and term of office dates.
- Maintenance of records of Governors' attendance at meetings  
Maintenance of records of Governors details
- Sending out welcome packs to all new Governors
- Annual provision of information on sub-committee appointments
- Ensure changes in the Constitution/Re-constitution of Governing Boards are complied with
- Correspond with various agencies regarding membership vacancies
- Invitation to termly Chairs' Briefings and provision of termly 'Bury Governor' newsletter (co-produced with Bury Governor Association)
- Provision of updates and new legislation via e-mail to the Chair of Governors

### **Description of Silver Service**

All of the above except provision of Clerk and preparation and typing of minutes

### **Description of Bronze Service**

- Copies of draft agenda and appendices available electronically.
- Provision of updates and new legislation
- Provision of termly 'Bury Governor' newsletter (co-produced with Bury Governor Association)

## **Service Provider's Responsibilities and Performance Targets**

- Statutory and other agenda items will be identified and included for consideration on appropriate agendas
- Agendas and supporting documents will be available to Governors electronically within the statutory timescale for receipt of documents, currently at least seven clear days prior to the Governing Body meeting.
- Draft copies of the minutes of the Governing Body meeting will be prepared no more than four weeks from the date of the meeting.

## **School's responsibilities if it decides to buy the Bronze package**

- Schools must appoint their own Clerk to the Governors and must notify Governors Support of their nominated Clerk.
- Schools will need to provide copies of the minutes of their Governing Board meetings to the LA as required under the School Standards and Framework Act 1998.
- Schools will keep the LA informed of changes in Parent, Staff and Co-opted Governors following elections.

## **School's responsibilities if it decides to buy the Gold or Silver package**

- The school will provide copies of the Headteacher's report and other items for inclusion with the individual agendas no later than two weeks prior to the date of the Governing Board meeting.
- The school will keep the LA informed of changes in Parent and Staff Governors following elections.

## **Proposed Contract Length**

Minimum of one year required. There is availability to buy into the service part year.

## **Costs**

The cost of the clerking package is separated into Primary and Secondary rates, with separate rates for schools requiring the Gold, Silver and Bronze package. The cost for each individual school is included under separate cover.

## **Accessibility**

Contact can be made via telephone or e-mail.

## **Contact for Further Information**

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E-mail [governors.support@bury.gov.uk](mailto:governors.support@bury.gov.uk)

If you wish to comment on the quality of the Governors Support Service, please contact

Amy Appleyard on 0161 253 5626.