

GOVERNOR SUPPORT

Governor Support is provided through the Schools, Academies and Colleges Section.

The Service makes provision for a clerk to be provided by the LA to attend one meeting of the governing body per term, together with the printing, stationery and postage costs, and administrative support linked to the clerking package. The service currently offers three options as part of the buyback package.

The Governor Support Service offers advice, guidance and support on all governor related issues.

Description of Gold Service

- Identification and personalisation of specific agenda items and preparation of individual school agendas
- Arranging for Head Teachers' 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 Body meeting per term
- Preparation and typing of minutes from the meetings
- Issue draft copies of the minutes to the Head Teacher and Chair of Governors
- Arranging for amendments of the minutes as requested by the Head Teacher and Chair of Governors
- Distribute copies of approved minutes via email to the full Governing Body
- Initiation of action on items arising from decisions and queries of the Governing Body and reporting back on such items to the Chair and Head Teacher
- 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 Bodies are complied with
- Correspond with various agencies regarding membership vacancies
- Invitation to termly Chairs briefings and provision of termly 'Bury Governor' newsletter
- Provision of updates and new legislation via email 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

- Paper copies of draft agenda and appendices posted to school
- Provision of updates and new legislation via email to the Chair of Governors
- Provision of termly 'Bury Governor' newsletter

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 posted out to Governors within the statutory timescale for receipt of documents, currently at least 7 clear days prior to the Governing Body meeting

- Draft copies of the minutes of the Governing Body meeting will be prepared and posted to Chairs of Governors and Head Teachers 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 Governor Support of their nominated Clerk.
- Schools will need to provide copies of the minutes of their Governing Body 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 Head Teacher's reports and other items for inclusion with the individual agendas no later than two weeks prior to the date of the Governing Body meeting.
- The school will keep the LA informed of changes in Parent, Staff and Teacher Governors following elections.

Proposed Contract Length

- Minimum of 1 year and longer is required. There is availability to buy into the service part year.

Costs

- The cost of the clerking package is 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, e-mail and letter.

Contact for Further Information

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If you wish to comment on the quality of the Governor Support Service please contact Rebecca Hoyle on 0161 253 5688