



# **GOVERNOR SUPPORT AND DEVELOPMENT**

## **TRADED SERVICES OFFER APRIL 2024 TO MARCH 2025**

**Contact:  
Robyn Cooper  
Governor Services Manager  
Education Performance Service**

**[robyn.cooper@leicester.gov.uk](mailto:robyn.cooper@leicester.gov.uk)**



**GOVERNOR SUPPORT AND DEVELOPMENT – 2024/2025  
FOR MAINTAINED SCHOOL GOVERNING BOARDS**

**Key Contact:** Robyn Cooper, Governor Services Manager  
Email: [robyn.cooper@leicester.gov.uk](mailto:robyn.cooper@leicester.gov.uk) Telephone: 0116 4541916

**Package 1: Advice, Guidance and Information**

<b>Audience</b>	Governors, Chairs of Governors, Headteachers and Clerks
<b>Synopsis</b>	Keeping up to date with national and local education/governance initiatives and developments will enable governors to fulfil their statutory responsibilities – to set the vision and strategic direction of the school, to hold the headteacher to account for its educational performance and ensure financial resources are well spent.
<b>Governors receive</b>	Induction pack for new governors. Termly newsletter; Access to advice and guidance. Access to resources via the On-line governors' centre.  <b>Optional - Access to Learning Link E- Learning</b>
<b>Chairs of Governors receive</b>	<b>As for all governors plus:</b> Termly briefing papers. Monthly Chairs' Bulletins. Specific briefing papers. Bespoke advice. Specific support with governor recruitment. Advice on the role of the Clerk and their contribution to effective governance.
<b>Headteachers receive:</b>	<b>As for all governors plus:</b> Termly briefing papers. Specific briefing papers. Bespoke advice. Specific support with governor recruitment. Advice on the role of the Chair of Governors. Advice on the role of the Clerk and their contribution to effective governance.
<b>Clerks receive:</b>	<b>As for all governors plus:</b> Termly briefing papers. Specific briefing papers. 1:1 training for new clerks. Bespoke advice. Briefing meetings. Specific support with governor recruitment. Advice on the role of the Clerk and their contribution to effective governance.
<b>Cost:</b>	<b>Package 1A - £550 – with access to Learning Link</b> <b>Package 1B - £450 – without access to Learning Link</b>  <b>Governing boards who buy into the Clerking Service will receive a 10% reduction in the cost of Package 1</b>

## Package 2: Learning Link E-Learning (when not subscribing to Package 1A)

<b>Audience</b>	All Governors and Clerks
<b>Synopsis</b>	Unlimited access to the National Governance Association's Learning Link E-Learning training programme/learning modules, hot topics and policy watch section.
<b>Cost:</b>	<b>£120 per governing board</b>

## PAYG Training and Development Courses and Events

<b>Audience</b>	All Governors and Clerks
<b>Synopsis</b>	<p>The LA works in partnership with The Mead Institute for Professional Learning to provide governor training and development courses. Training courses/events are organised throughout the year and course details are emailed direct to all governors.</p> <p>Courses for whole governing boards can also be organised and delivered.</p>
<b>Cost:</b>	<b>"Pay as You Go" basis and the cost to the school will be shown on the course details or discussed and agreed in advance of any whole governing board training.</b>

## Package 3: Clerking Service

<b>Audience</b>	Chairs of Governors, Governors, Headteachers																																										
<b>Synopsis</b>	<ul style="list-style-type: none"> <li>• A named Clerk for your governing board.</li> <li>• All administrative processes for the preparation and electronic distribution of agendas, minutes and supporting papers for governing board meetings.</li> <li>• Preparation for meetings (including obtaining advice/guidance on issues relevant to agenda items as required).</li> <li>• Advice on appropriate procedures.</li> <li>• Advice on committee structures and terms of reference.</li> <li>• Advice on termly and annual timetables relevant to your governing board.</li> <li>• Advice on legal documents such as the Instrument of Government and The School Governance (Roles, Procedures and Allowances) Regulations 2013.</li> <li>• The production of minutes in your preferred format and management of follow-up work, including correspondence within ten working days (wherever possible) of the relevant meeting.</li> <li>• Point of contact for governors and headteachers to provide advice and information on who to contact on specific issues.</li> </ul>																																										
<b>Cost:</b>	<p><b>Based on size of the governing board:</b></p> <p><b>Up to 14 governors:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Basic charge for 3 meetings</td> <td style="text-align: right;">£1920</td> </tr> <tr> <td>Each additional/committee meeting</td> <td style="text-align: right;">£230</td> </tr> <tr> <td>Pupil Exclusion/Complaints Hearings</td> <td style="text-align: right;">£230 ≤ 3 hours £360 ≥ 3 hours</td> </tr> <tr> <td>Staffing Hearings and Appeals</td> <td style="text-align: right;">£370</td> </tr> <tr> <td>Pay Committee meetings</td> <td style="text-align: right;">£105</td> </tr> <tr> <td>Un-clerked/inquorate meetings</td> <td style="text-align: right;">£65</td> </tr> </table> <p><b>15 – 17 governors:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Basic charge for 3 meetings</td> <td style="text-align: right;">£2190</td> </tr> <tr> <td>Each additional/committee meeting</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Pupil exclusion/Complaints Hearings</td> <td style="text-align: right;">£230 ≤ 3 hours £360 ≥ 3 hours</td> </tr> <tr> <td>Staffing Hearings and Appeals</td> <td style="text-align: right;">£370</td> </tr> <tr> <td>Pay Committee meetings</td> <td style="text-align: right;">£105</td> </tr> <tr> <td>Un-clerked/inquorate meetings</td> <td style="text-align: right;">£65</td> </tr> </table> <p><b>Over 18 governors:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Basic charge for 3 meetings</td> <td style="text-align: right;">£2360</td> </tr> <tr> <td>Each additional/committee meeting</td> <td style="text-align: right;">£280</td> </tr> <tr> <td>Pupil Exclusion/Complaints Hearings</td> <td style="text-align: right;">£230 ≤ 3 hours £360 ≥ 3 hours</td> </tr> <tr> <td>Staffing Hearings and Appeals</td> <td style="text-align: right;">£370</td> </tr> <tr> <td>Pay Committee meetings</td> <td style="text-align: right;">£105</td> </tr> <tr> <td>Un-clerked/inquorate meetings</td> <td style="text-align: right;">£65</td> </tr> </table> <p><b>Minuting of Meetings for Non-Subscribing Schools (where capacity allows)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Governing board meetings</td> <td style="text-align: right;">£300</td> </tr> <tr> <td>Pupil Exclusion/Complaints Hearings</td> <td style="text-align: right;">£260 ≤ 3 hours £390 ≥ 3 hours</td> </tr> <tr> <td>Staffing Hearings and Appeals</td> <td style="text-align: right;">£400</td> </tr> </table>	Basic charge for 3 meetings	£1920	Each additional/committee meeting	£230	Pupil Exclusion/Complaints Hearings	£230 ≤ 3 hours £360 ≥ 3 hours	Staffing Hearings and Appeals	£370	Pay Committee meetings	£105	Un-clerked/inquorate meetings	£65	Basic charge for 3 meetings	£2190	Each additional/committee meeting	£250	Pupil exclusion/Complaints Hearings	£230 ≤ 3 hours £360 ≥ 3 hours	Staffing Hearings and Appeals	£370	Pay Committee meetings	£105	Un-clerked/inquorate meetings	£65	Basic charge for 3 meetings	£2360	Each additional/committee meeting	£280	Pupil Exclusion/Complaints Hearings	£230 ≤ 3 hours £360 ≥ 3 hours	Staffing Hearings and Appeals	£370	Pay Committee meetings	£105	Un-clerked/inquorate meetings	£65	Governing board meetings	£300	Pupil Exclusion/Complaints Hearings	£260 ≤ 3 hours £390 ≥ 3 hours	Staffing Hearings and Appeals	£400
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**GOVERNOR SUPPORT AND DEVELOPMENT – 2024/2025  
FOR ACADEMY LOCAL GOVERNING BOARDS**

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Email: [robyn.cooper@leicester.gov.uk](mailto:robyn.cooper@leicester.gov.uk) Telephone: 0116 4541916

**Package A: Advice, Guidance and Information**

<b>Audience</b>	Local Governors, Chairs of Governors, Headteachers and Clerks
<b>Synopsis</b>	Keeping up to date with national and local education/governance initiatives and developments will enable governors to fulfil their statutory responsibilities – to set the vision and strategic direction of the school, to hold the headteacher to account for its educational performance and ensure financial resources are well spent.
<b>Governors receive</b>	Induction pack for new governors. Termly newsletter; Access to advice and guidance. Access to resources via the On-line governors' centre.  <b>Optional - Access to Learning Link E- Learning</b>
<b>Chairs of Governors receive</b>	<b>As for all governors plus:</b> Termly briefing papers. Monthly Chairs' Bulletins. Specific briefing papers. Bespoke advice. Specific support with governor recruitment. Advice on the role of the Clerk and their contribution to effective governance.
<b>Headteachers receive:</b>	<b>As for all governors plus:</b> Termly briefing papers. Specific briefing papers. Bespoke advice. Specific support with governor recruitment. Advice on the role of the Chair of Governors. Advice on the role of the Clerk and their contribution to effective governance.
<b>Clerks receive:</b>	<b>As for all governors plus:</b> Termly briefing papers. Specific briefing papers. 1:1 training for new clerks Bespoke advice. Briefing meetings. Specific support with governor recruitment. Advice on the role of the Clerk and their contribution to effective governance.
<b>Cost:</b>	<b>Package A1 - £600 – with access to Learning Link</b> <b>Package A2 - £500 – without access to Learning Link</b>  <b>Local governing boards who buy into the Clerking Service will receive a 10% reduction in the cost of Package 1</b>

## Package B: Learning Link E-Learning (when not subscribing to Package A1)

<b>Audience</b>	All Governors and Clerks
<b>Synopsis</b>	Unlimited access to the National Governance Association's Learning Link E-Learning training programme/learning modules, hot topics and policy watch section.
<b>Cost:</b>	<b>£120 per governing board</b>

## PAYG Training and Development Courses and Events

<b>Audience</b>	All Governors and Clerks
<b>Synopsis</b>	<p>The LA works in partnership with The Mead Institute for Professional Learning to provide governor training and development courses. Training courses/events are organised throughout the year and course details are emailed direct to all governors.</p> <p>Courses for whole governing boards can also be organised and delivered.</p>
<b>Cost:</b>	<b>"Pay as You Go" basis and the cost to the school will be shown on the course details or discussed and agreed in advance of any whole governing board training.</b>

## Package C: Clerking Service

<b>Audience</b>	Chairs of Governors, Local Governors, Headteachers																																										
<b>Synopsis</b>	<ul style="list-style-type: none"> <li>• A named clerk for your governing board.</li> <li>• Advice on and adherence to the Scheme of Delegation, Academy's Articles of Association and its Funding Agreement in so far as they relate to governors and local governing board meetings.</li> <li>• All administrative processes for the preparation and electronic distribution of agendas, minutes and supporting papers for local governing board meetings.</li> <li>• Preparation for meetings (including obtaining advice/guidance on issues relevant to agenda items as required).</li> <li>• Advice on appropriate procedures.</li> <li>• Advice on committee structures and terms of reference where appropriate.</li> <li>• Advice on termly and annual timetables relevant to your local governing board.</li> <li>• The production of minutes in your preferred format and management of follow-up work, including correspondence within ten working days (wherever possible) of the relevant meeting.</li> <li>• Point of contact for governors and headteachers.</li> </ul>																																										
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