

Governance and Leadership Services for Academy Trusts

September 2019 to August 2020



We are pleased to provide details of our annual governance advice, support and training package for this year.

As you know, trustees and governors play an important role in the strategic leadership of all schools and are pivotal to their success. The complexity of working in a school setting is such that we believe that supporting and developing trustees and governors is essential in meeting the ever growing demands and expectations they face.

Over the years our service has gained an excellent reputation for supporting governance in many ways. We constantly review the services we offer and using your feedback we have developed a wide range of resources, including, toolkits, training and conferences. In addition, you can contact us through our dedicated telephone advice service or email us at governor.services@educatorsolutions.org.uk.

All this helps us to ensure trustees and governors are well equipped to work effectively with their leadership teams to provide the very best outcomes for pupils under their governance.

As governors ourselves, we have first-hand experience of understanding the key issues and priorities trustees and governors face. We use our experiences to ensure our service and guidance is both relevant and current, to help in the delivery of the priorities of the school. Our team will:

- Provide up to date, focussed programmes of training and development for trustees, governors and boards to help raise standards in education establishments
- Equip trustees and governors with the right skills and knowledge to be effective in their role
- Offer support, advice, guidance and information in various ways to meet the needs of governance
- Provide a range of products to support the continuous professional development of volunteers
- Offer a professional clerking service to support trust and local governing boards

We fully understand that school budgets are under constant pressure and we firmly believe our annual subscription provides both a comprehensive support package combined with good value.

We hope that you find our services valuable in supporting the growth and success of your organisation.

Educator Solutions Governance and Leadership Team

Finance, Leadership & Governance Manager

Paul Harker

Governance Support & Development Officers

Tina Brown

David Amis

Andrew Ridgway

Suzanne Walker

Jo Dunham

Anna Palmer

Team Support: Liz Buckland

Governance Advice, Support and Training Annual Subscription Packages

| Service | Option 1- Full package £1,275.00 per school ** | Option 2 - Excludes training £875.00 per school | Option 3 - GovernorHub and resources £650.00 per school | Option 4 – GovernorHub platform only £200.00 per board | Cost for PAYG customers |
|---|---|--|--|---|----------------------------------|
| Governance Advice Line | ✓ | ✓ | ✗ | ✗ | N/A |
| Email Support | ✓ | ✓ | ✗ | ✗ | N/A |
| Half termly Newsletter | ✓ | ✓ | ✓ | ✓ | N/A |
| Governance Toolkit | ✓ | ✓ | ✗ | ✗ | £50.00 per copy |
| Website Review - Available on request | ✓ | ✗ | ✗ | ✗ | £150.00 |
| Restricted GovernorHub online Platform | ✗ | ✗ | ✗ | ✓ | N/A |
| Full access to GovernorHub | ✓ | ✓ | ✓ | ✗ | N/A |
| Online Resources Online FAQs | ✓ | ✓ | ✓ | ✗ | N/A |
| Audit Tools | ✓ | ✓ | ✓ | ✗ | N/A |
| Online Guides for Governors | ✓ | ✓ | ✓ | ✗ | N/A |
| Annual Governor Event | ✓ | ✓ | ✓ | ✗ | N/A |
| Governor/Trustee Induction Training | ✓ | ✗ | ✗ | ✗ | £145.00 per delegate per session |
| Guidance for New Governors | ✓ | ✓ | ✓ | ✗ | N/A |
| Unlimited access to our core training events | ✓ | ✗ | ✗ | ✗ | £145.00 per delegate per session |
| In school training session | ✓ | ✗ | ✗ | ✗ | £400.00 per session |
| Governor Panels | ✓ | ✓ | ✗ | ✗ | £150.00 arrangement fee |

**** If your trust board operates as a single board across all schools in a multi academy trust (i.e. there are no local governing/advisory boards in each school), please contact us for a bespoke quotation.**

Tel: 01603 303355

Email: governor.services@educatorsolutions.org.uk

Our services:

| | | Cost for Non-Subscribing Schools |
|--|--|---|
| <i>Governance Advice Line</i> | <ul style="list-style-type: none"> • Our telephone service is confidential and is supported by our experienced staff • Our team has access to a wide variety of resources and is able to provide guidance and advice to both governors and clerks on a wide range of educational related topics • The service is available between 8.30am and 5.00pm, Monday to Friday, with an answer phone facility for the times we cannot take your call | Not Available |
| <i>Email Support</i> | <ul style="list-style-type: none"> • Access to a dedicated enquiry email service for all governors and clerks • Response within 24 hours to any request, Monday to Friday | Not Available |
| <i>Half termly Newsletter</i> | <ul style="list-style-type: none"> • Comprehensive, half termly newsletter emailed directly to all subscribing school governors • Our newsletter provides a summary of key issues trustees and governors need to be aware of • Provides links to other resources and topical information | Not Available |
| <i>Governance Toolkit (issued in the autumn term)</i> | <p>As a subscribing school you will automatically receive ten copies of our Governance Toolkit. This is a fully comprehensive book covering all aspects of governance. It provides;</p> <ul style="list-style-type: none"> • A single point of reference • Practical templates trustees and governors can use and adapt. • Prompts and suggested questions to ask to ensure effective leadership and challenge in schools. • Up to date information in relation to trustees and governors' statutory duties. | £50 per copy |

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| <p>Website Review - Available on request</p> | <p>The school website increasingly represents the face of your school. It is an essential resource of information for prospective parents, existing parents and Ofsted. Today your website must provide a broad range of information, some of which is statutory whilst other content is recommended. We will provide a light touch independent review of your website, checking it is compliant with current Department for Education guidance. Free of charge for subscribing schools.</p> | <p>£150.00 per school</p> |
| <p>Restricted GovernorHub online Platform</p> | <p>Provides an online facility for schools requiring a secure portal for:</p> <ul style="list-style-type: none"> • Secure online storage for governing board minutes, agendas, policies and other documentation. • Accessing the trust/governing board calendar • Emailing colleagues | <p>£200.00 per platform</p> |
| <p>Full access to GovernorHub which includes:</p> <p>Online Resources Online FAQs</p> <p>Audit Tools</p> <p>Online Guides for Governors</p> | <p>With full GovernorHub access you have a simple way to keep up to date with governance issues and topics with live newsfeeds.</p> <ul style="list-style-type: none"> • Secure online storage for board minutes, agendas, policies and other documentation. • Facility to book on training courses <p>Plus: Access to our comprehensive online resource library. This has been designed to provide trustees and governors with up to date information at their fingertips. Governors/Trustees can use the new 'knowledge' search engine feature of GovernorHub to search for answers to frequently asked questions and to instantly access the resources they require.</p> <p>A suite of practical templates for governors to use in school, for example:</p> <ul style="list-style-type: none"> • Equality • Safeguarding • Pupil Premium <p>Trustees and governors will have full access to our online guides. This is a series of publications that provides governors with key information about important topics, for example:</p> <ul style="list-style-type: none"> • Safeguarding • Exclusions • Complaints | <p>Not Available</p> <p>Not Available</p> <p>Not Available</p> <p>Not Available</p> |

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| Annual Governor Event | These provide an ideal opportunity for trustees and governors to take part in topical sessions and network with other governors from across the county. | Available to all trustees/governors |
| Governor and Trustee Induction Training | <p>Unlimited access to governor and trustee induction training for both new and existing trustees/governors requiring a refresher.</p> <ul style="list-style-type: none"> • Essential training for all trustees/governors • Provides an insight into the respective roles and responsibilities of governors and trustees. • Sets governance in the context of an ever changing educational landscape. • Provides a key to understanding the range of statutory requirements for which governors are responsible. • Provides a breakdown and an awareness of the boundaries of the role. | <p>£140.00 per delegate from 1 April 2019 to 31 August 2019</p> <p>£145.00 per delegate from 1 September 2019 to 31 August 2020</p> |
| Guidance for New Governors | Once you are set up on GovernorHub you will be able to access the “Guidance for New School Governors and Trustees” which provides you with information to help you get started in the role. | Available to all governors |
| Unlimited access to our core training events | <p>In subscribing, your trustees and governors will have unlimited access to our core training events.</p> <p>These are delivered in our local centres by professional trainers.</p> <p>Bookable via GovernorHub</p> | <p>£140.00 per delegate from 1 April 2019 to 31 August 2019</p> <p>£145.00 per delegate from 1 September 2019 to 31 August 2020</p> <p>Only bookable through Services for Schools website</p> |
| In school training session | <p>Your annual subscription entitles you to one in school training session to be used within the year of your subscription (maximum of 15 delegates).</p> <p>Additional sessions can be arranged at a cost of £200 per session.</p> <p>If the session is open to governors from neighbouring schools that do not subscribe to our service, then those delegates will be charged at our standard rate of £140.00 (£145.00 from 1 September)</p> | £400.00 per session |
| Governor Panels | Occasionally, it may not be possible to find enough impartial governors from your own governance board to sit on a complaint’s or exclusion’s panel. We can act as an intermediary to assist in contacting experienced governors to sit on your panel if needed. | £150.00 arrangement fee |

Training Offer:

To help in coordinating the planning of trustee/governors' development, full details of our training offer can be found in our current training brochure;

https://www.educatorsolutions.org.uk/media/files/Governance_and_Leadership_Training_Brochure_2018-2019_Mar.pdf

This provides a summary of the training we provide including venues, timings and dates.

Our current training offer is as follows:

Governor & Trustee Induction *
Academy governance
Vision Ethos & Strategic Direction *
Monitoring in Practice *
Holding School Leaders to Account *
Using Data for Improvement *
Performance Management
Pupil Premium & Vulnerable Groups *
Safer Recruitment (charges apply – see below)
Safeguarding *
Online Safety
Health & Safety
SEND – The Governors Role *
Exclusions & Complaints *
Maximising your PE & Sports Premium
The Chair of Governors Role & Responsibilities
Foundation Skills for Clerks (charges apply – see below)
Effective Minute Taking (charges apply – see below)

In addition, the courses below and those marked * above can be delivered as an in-school session:

Preparing for Ofsted
Governing Board Self Evaluation
Becoming an Academy or Joining a Multi Academy Trust

Courses will be revised, updated, and new courses added prior to the commencement of each academic year (and through the year to keep up with an evolving educational landscape)

Trustees and governors of schools that subscribe to our service can book directly via GovernorHub. Schools that do not subscribe can purchase the training through our e-trading platform SLA online at:

www.s4s.norfolk.gov.uk

Please note: In addition to the annual subscription we have a wide range of services which can be purchased at any time.

Ad-Hoc Services

| Service | Details | Cost for Subscribing Schools | Cost for Non-Subscribing Schools |
|--------------------------------------|---|--|----------------------------------|
| External Review of Governance | <p>We have a vast amount of experience in completing external reviews of governance and, as such, are well placed to conduct a detailed and thorough review of your governance arrangements.</p> <p>An external review is comprehensive and will put your structures and practices under the spotlight.</p> <p>Our work has frequently been praised and recognized during HMI school inspections.</p> | £1600 per Full Governing Board | £1600 per Full Governing Board |
| Chairs' Support Programme | <p>We recognise the challenge that exists when taking on the role of Chair or Vice Chair to a governance board and we appreciate this can often arise at short notice.</p> <p>To support governors in the early days of taking on this role we provide a Chairs Support Programme. This includes two sessions with an experienced officer and covers:</p> <ul style="list-style-type: none"> • The role of the Chair in leading the governing board • The processes and protocols attached to the role • Managing key relationships • The effectiveness of the governing board • Identifying your priorities <p>This programme includes appropriate support materials.</p> | £350.00 | £500.00 |
| Consultancy Support | <p>As in any organisation, from time to time you will be faced with something unusual and possibly challenging. We can provide consultancy support to deal with a wide range of specific issues. This is particularly useful if you are looking for an independent report. Please speak with one of our team members who will be happy to explore your needs.</p> | Please call to discuss requirements (01603 303355) | |

| Service | Details | Cost for Subscribing Schools | Cost for Non-Subscribing Schools |
|---|---|--|--|
| Clerking Services | <p>Our clerking service provides fully trained, professional clerks to meet all of your governing board clerking needs. We can also provide alternative cover if your regular clerk is unavailable. To ensure our clerks deliver a high quality service we undertake the following:</p> <ul style="list-style-type: none"> • Induction training and ongoing professional development and training • Personnel and payroll functions so you don't have to • An annual performance review • Training and updates on changing legislation • Advice on agenda setting • Guidance and advice on procedural or constitutional matters | See page 11 for full details of costs and packages available | See page 11 for full details of costs and packages available |
| Warner Interviews <i>(Value based interviews)</i> | <p>Warner Interviews have typically been used in recruiting staff for Children's Residential care, but can also be an important tool in the wider Safer Recruitment process for schools, especially when recruiting staff to work with vulnerable groups of pupils. Two Warner Interviewers are required for each interview, and we are able to offer a trained professional member of staff to support you in this process. The interviews are fully focussed on Safeguarding and explore potential staff members' motivations and boundaries, as well as the emotional stability of their personal lives.</p> | Please call to discuss requirements (01603 303355) | |
| Bespoke training sessions | If you require a specific training session for your school, we will be pleased to discuss your requirements. | Please call to discuss requirements (01603 303355) | |
| Accredited Safer Recruitment Training | A one-day course providing safer recruitment training accredited to a national standard by the Safer Recruitment Consortium. (This course includes provision of lunch). | £275.00 per delegate | £375.00 per delegate |

| Service | Details | Cost for Subscribing Schools | Cost for Non-Subscribing Schools |
|--|---|---|----------------------------------|
| <i>Foundation Skills for Clerks</i> | Suitable for new and experienced clerks, this course examines the role and responsibilities of clerks in addition to providing a host of practical tips and advice. | £140.00 per delegate from 1 April 2019 to 31 August 2019 £145.00 per delegate from 1 September 2019 to 31 August 2020 | |
| <i>Effective Minute Taking</i> | This focused course provides practical guidance for anyone tasked with taking minutes. | £140.00 per delegate from 1 April 2019 to 31 August 2019 £145.00 per delegate from 1 September 2019 to 31 August 2020 | |
| <i>Accredited Clerks Programme</i> | This competency based programme leads to a nationally recognised Level 3 qualification. | £670.00 per delegate | |

Clerking Costs

For the period 1st September 2019 to 31st August 2020

| Clerking Full Governing Board / Trust / Member / IEB meetings taking up to 2 hours* | | |
|---|-------------------------|--|
| 6 per year (2 per term) | 3 per year (1 per term) | Individual Meetings |
| £1210 | £630 | £210 for subscribing schools £260 for non-subscribing schools |
| * For any meeting exceeding 2 hours, the charge will be £105 per hour or pro rata for subscribing schools and £130 per hour for non-subscribing schools | | |

| Clerking Committee meetings taking up to 2 hours* | | | |
|--|------------|------------|--|
| 12 meetings | 6 meetings | 3 meetings | Individual Meetings |
| £1820 | £910 | £480 | £160 for subscribing schools £210 for non-subscribing schools |
| * For any meeting exceeding 2 hours, the charge will be £80 per hour or pro rata for subscribing schools and £105 per hour for non-subscribing schools | | | |

| Pay as you go clerking | |
|--|------|
| Permanent exclusions, complaint panels, staff grievances/disciplinary meetings | £260 |
| *For any meeting exceeding 2 hours £130 per hour or pro rata | |

| Administration | |
|--|--------------------------------|
| Administration outside of the activities covered by the meeting package can be undertaken by one of our experienced clerks. Tasks include: <ul style="list-style-type: none"> • Compiling governor induction packs • Drafting terms of reference for committees • Ad hoc correspondence | £30 per hour plus travel costs |
| * The Clerking Service Terms and Conditions details the tasks included within the meeting packages | |

Cancellation Policy

In the event of an early termination of a pay subscription by a school, the Clerking Service will refund a pro-rata amount of the original meeting package reflecting the unused meetings, minus £30 per hour in respect of an introductory meeting plus an administration fee of £50.

In the event of a meeting not taking place, including a meeting being not quorate, or being cancelled within 30 days of the meeting date, the Clerking Service will charge for any reasonable costs and expenses incurred plus an administration fee of £20.

How to purchase a service?

If you are an existing customer of Educator Solutions our products can be purchased through our e-trading platform SLA online at;

www.s4s.norfolk.gov.uk

Alternatively, if you are a new customer please contact us at:

Email: governor.services@educatorsolutions.org.uk

Tel: 01603 303355

Why Educator Solutions?

Educator Solutions are based in Norwich and have a long tradition of working with schools. As an organisation we support many schools and academies, helping them to achieve their ambitions.

Our Governance and Leadership team are all specialists in governance matters and have a vast experience of the education sector.

Confidential and Trustworthy

Our service is confidential, trustworthy and supportive. When you engage our services, you can be assured that information shared with us about your organisation is secure and confidential.

In school training sessions

Please allow six weeks' notice to arrange, although we will do our best to fit in with any urgent requests. When booking the session, we normally ask for two suggested dates, to help us ensure we provide the appropriate trainer for the session.

Confirmation of Booking Training

Telephone and email bookings will be confirmed at the time of booking by email, together with joining instructions. In addition, a reminder will be sent prior to the event.

Cancellation

One reason for cancelling an event is low numbers, so please help us by booking well in advance. If we have to cancel/postpone an event we will notify you as soon as possible. Please check your email before setting out for an event, especially during adverse weather conditions. The minimum number required to run a course is normally six participants.

Please note: If you fail to attend a booked event without giving 48 hours' notice of cancellation, we reserve the right to:

- Make a charge to governing boards that have subscribed to Educator Solutions Governance and Leadership Service to cover the costs of administration and catering involved. Currently £45 until 31 August 2019. **From 1 September 2019 this will increase to £50**
- Invoice for the full cost of the course/event to 'Pay as You Go' delegates.

The provider of choice

From leadership and governance to improved teaching techniques, business resources to inspirational learning environments, our vision for today, tomorrow and into the future is to be the provider of choice in education

Governance and Leadership Service

Please call our support line on

01603 303355

www.educatorsolutions.org.uk

 @EducatorSols1

