

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

As you know, 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 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 governors 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 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 governors face. We use our experiences to ensure our service and guidance to governors is both relevant and current, to help in the delivery of the priorities of the school.

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.

Governance and Leadership Service

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. When you purchase a service from us you will be given a named person who will act as your contact point throughout your relationship with us.

What our team do:

- Provide up to date, focussed programmes of training and development for governors and governing boards to help raise standards in education establishments
- Equip 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 governors
- Provide a range of products to support the continuous professional development of volunteers
- Offer a professional clerking service to support governing boards

Cost of Governance Advice, Support and Training Annual Subscription Package

For the period 1st April 2019 to 31st March 2020

Less than 105 pupils	£835
Over 105 pupils	£1275
Special Schools	£1275
Federations	£1275 for one school plus £200 for each additional school in the federation

What's included in the package:

		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 governors need to be aware of • Provides governors with 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 governors and trustees can use and adapt. • Prompts and suggested questions for governors to ask to ensure effective leadership and challenge in schools. 	£75.00 per copy

	<ul style="list-style-type: none"> Up to date information in relation to governors' statutory duties. <p><i>Subscribing schools can purchase additional copies at £50.</i></p>	
Training Offer	<p>To help in coordinating the planning of governors' development, we provide details of our annual training offer. This provides a summary of the training we provide including venues, timings and dates.</p>	Provided to all schools
School Website Review - Available on request	<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>	£150.00 per school
Restricted GovernorHub online Platform	<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 governing board calendar Emailing colleagues <p>Included in full GovernorHub access as part of subscription</p>	£200.00 per platform
Full access to GovernorHub which includes: Online Resources Online FAQs	<p>With full GovernorHub access you have:</p> <ul style="list-style-type: none"> A simple way to keep up to date with governance issues and topics with live newsfeeds. Secure online storage for governing 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 governors with up to date information at their fingertips.</p> <p>Governors 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>	Not Available
		Not Available
		Not Available
		Not Available

Governor Audit Tools	A suite of practical templates for governors to use in school, for example: <ul style="list-style-type: none"> • Equality • Safeguarding • Pupil Premium 	Not Available
Online Guides for Governors	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: <ul style="list-style-type: none"> • Safeguarding • Exclusions • Complaints • Converting to a MAT • Converting to a federation 	Not Available
Annual Governor Event	These provide an ideal opportunity for governors to take part in topical sessions and network with other governors from across the county.	Available to all governors
Governor Induction Training	Unlimited access to governor induction training for both new and existing governors requiring a refresher. <ul style="list-style-type: none"> • Essential training for all 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. 	£140.00 per delegate from 1 April 2019 to 31 August 2019 £145.00 per delegate from 1 September 2019 to 31 August 2020
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	In subscribing, your governors will have unlimited access to our core training events. These are delivered in our local centres by professional trainers. Bookable via GovernorHub	£140.00 per delegate from 1 April 2019 to 31 August 2019 £145.00 per delegate from 1 September 2019 to 31 August 2020 Only bookable through Services for Schools website

<i>In school training session</i>	Your annual subscription entitles you to one in school training session to be used within the year of your subscription (maximum of 15 delegates). Additional sessions can be arranged at a cost of £200 per session. 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)	£400.00 per session
--	--	---------------------

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

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

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 governing 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
Governor Panels	<p>Occasionally, it may not be possible to find enough impartial governors from your own governing 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.</p>	Free of charge	£150.00 arrangement fee

Service	Details	Cost for Subscribing Schools	Cost for Non-Subscribing Schools
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. In the first instance we would recommend you speak with one of our team members who will be happy to explore your needs.</p>	<p>Please call to discuss requirements (01603 303355)</p>	
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 	<p>See page 11 for full details of costs and packages available</p>	<p>See page 11 for full details of costs and packages available</p>
Warner Interviews (Value based interviews)	<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>	<p>Please call to discuss requirements (01603 303355)</p>	

Service	Details	Cost for Subscribing Schools	Cost for Non-Subscribing Schools
<i>Bespoke training sessions</i>	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)	
<i>Accredited Safer Recruitment Training</i>	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
<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 April 2019 to 31st March 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.

Our Team

Governance Support & Development Officers

Tina Brown
Andrew Ridgway
Jo Dunham

David Amis
Suzanne Walker
Anna Palmer

Team Support

Liz Buckland

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

Things we think you ought to know...

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 for educational establishments in Norfolk and beyond.

The range of services we can offer include the following;

Leaders & Governors



Governance Advice Support and Training for Maintained Schools and Academies
Professional Clerking Services
Essential Management Skills Training for School Staff
Accredited Safer Recruitment Training
Bespoke Work and Consultancy about School and Academy Governance

Staff Development



Continued Professional Development and Learning Courses, Programmes and Consultancy Support
Curriculum Development Support
NQT Induction Service
STEPS
Curriculum and Training Resources

Learners



Music Service
Norfolk Children's University
STEM (Science, Technology, Engineering and Mathematics)
Educational Visits, Holt Hall, Whitlingham Adventure and Kinesis Centre

Business Resources



Finance Training Courses
Maintained School and Early Years Financial Services
Academy and Free School Financial Services
Academy Conversion Support
Recruitment Advertising and Support
HR Consultancy and Advice
Employment Contract Administration
Supply Teacher Register

In addition, we can provide other services from our trusted partners.

Please visit www.educatorsolutions.org.uk for more information or call **01603 307710**

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

