



# Governance Resolutions



## School Governance Support Service

### Who are we?

We are an established team of highly capable governance experts with over 10 years' experience of working with all types of schools and Academies.

### What makes us different

Our highly qualified team can provide a range of value-add services including advice and guidance in all matters relating to governance, clerking services, support to governors, GDPR, record keeping and training to enabling governors, Trustees and School Leaders to lead and manage their schools whilst ensuring that they are Ofsted compliant and achieve the best pupil outcomes.

### Our offer:

#### Advice, Support and Guidance

Expert telephone, email and telephone advice and guidance on governance matters outside of meetings based on the latest policy changes and educational developments available and drawing on best practise. This service is aimed at providing comprehensive support and a consistent and efficient service to schools and Governors.

#### Online Training and Development (via Modern Governor)

Our online training is provided by Modern Governor, the leading provider of online professional development for Governors using a catalogue of engaging and interactive e-learning modules. Governor CPD is essential to improving how governing boards perform, providing induction for new Governors and keeping on top of the changing educational landscape.

Bespoke on site Board training and development sessions on request.

#### Online cloud-based GDPR Compliant Database (via GovernorHub)

GovernorHub is the most efficient way to run a governing board, providing confidential document storage and record keeping for policies and papers, a Governor noticeboard, messaging system and calendar. It is a GDPR compliant web-based service with an App for Smartphones and Tablets which allows Governors to access their papers whilst on the move. Managing governance is simpler and sharing information easier.

## Professional Clerking Service

### This is a central part of our package and includes:

- › A named clerk allocated for all your meetings.
- › Clerking at full governing board and/or committee meetings (as per the package selected) and draft minutes produced within 14 calendar days.
- › Minutes that reflect best practice and take into account the requirements of Ofsted and audit.
- › Preparation of draft agendas for FGBs and Committee meetings for submission to the Chair and Head Teacher at least 14 days prior to meetings. Working with the Chair and Head Teacher to finalise agendas and collate papers for provision to the Governors in a timely manner.
- › Co-ordination of the distribution of papers via GovernorHub.
- › Maintaining accurate records of governing board membership, terms of reference of committees, register of business interests, schemes of delegation, dates of meetings and other governance related documents.
- › Provision of an annual work plan model of governing board business and a termly suggested agenda for full governing board meetings to ensure that business is managed in a timely and effective manner.
- › Advice and support on governance issues both during and in between meetings.

### Admissions Appeals, Admission Reviews and Exclusions

We offer a complete, professional and independent service in these areas and have expertise and legal knowledge of admissions, admission appeals and exclusions. We provide fully trained clerks and professionals as required.

### Policy management & review schedule

Provision of a tailored review schedule for statutory policies with guidance on when to update policies, how often policies should be reviewed and which policies should be included on a School's website. Online storage of all policies on GovernorHub.

### Governing Body Self-Evaluation

Provision of an online self-evaluation tool. The results are set out in a clear colour coded format which makes it really easy for governors to identify potential areas for development. Package includes a telephone session with one of our governance experts giving the opportunity to discuss the results with an experienced professional who will help analyse the results ensuring that the key areas for development are identified. Our expert will also provide recommendations for improving governance practice.

### Consultancy

External review of governance, facilitated self-review, governance action planning, complaint and grievance investigations.

## Benefits

- › Fast and responsive advice and guidance from experts in all areas of governance
- › Independent and objective support provided
- › Knowledgeable clerks who have received comprehensive training and support
- › Cover if your clerk is unable to attend a meeting
- › Support, advice and clerking for exclusions and independent panels
- › Assurance that your governing board is meeting statutory requirements.
- › Signposting to appropriate support from other Local Authority functions, such as, School Improvement, Human Resources, Finance and Audit, Complaints
- › Comprehensive packages to suit all needs



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## School Governance Support Packages 2019/20

We offer a Gold, Silver and Bronze package to suit the needs of all schools

	Gold (recommended)	Silver	Bronze
Annual subscription to GovernorHub	✓	✓	✓
Governance related advice, email and telephone support *	✓ (15 hours p.a.)	✓ (10 hours p.a.)	✓ (3 hours p.a.)
Annual subscription to Modern Governor (includes online training)	✓	✓	
Welcome pack for new governors	✓ (bespoke)	✓ (generic)	✓ (basic)
Termly Newsletters	✓	✓	✓
<b>Clerking for Governing Board &amp; Committee meetings</b>			
<b>15 meetings per annum</b> 4 full governing body meetings and 11 Committee meetings	✓		
<b>9 meetings per annum</b> 3 full governing body meetings and 6 Committee meetings		✓	
<b>3 meetings per annum</b> 3 full governing body meetings			✓
<b>Separate chargeable options</b>			
Grievances, appeals, exclusions & disciplinary			✓
Policy management & review schedule			✓
Governing Body Self-Evaluation			✓
Admissions Appeals, Admission Reviews and Exclusions			✓
Ad hoc governing body meetings (includes MAT and Federated Schools)			✓
Consultancy (price depends on requirements)			✓

\* per annum

For a quote tailored to meet your requirements please contact us at:  
0203 858 7992 or email [info@governanceresolutions.com](mailto:info@governanceresolutions.com)