

Area	Service			
<b>The Service</b>	<p>School Business Partner provides a high-quality professional clerking service for school governing boards (LA and Academy) in the Sheffield City Region (Sheffield, Rotherham, Doncaster, Barnsley, NE Derbyshire, North Notts).</p> <p>The role of ‘Clerk to the Governing Board’ is a critical one in terms of keeping the governing board compliant with regulatory requirements and functioning effectively in order to drive school improvement.</p> <p><i>‘High quality professional clerking is crucial to the effective functioning of the board. The clerk should be the boards’ ‘governance professional’. Their role is not only about good and effective organisation and administration, but also, and more importantly, about helping the board understand its role, functions and legal duties and supporting the chair to enable and facilitate strategic debate and decision making. This is crucial in helping the board exercise its functions expediently and confidently, so that it can stay focused on its core functions.’</i> Governance Handbook 2020 – Department for Education</p> <p>All of our clerks have been recruited in compliance with safer recruitment guidelines and have a current enhanced DBS certificate. Clerks will also have completed training in Safeguarding, Prevent, and FGM at an appropriate level for the role. The work of the clerks is quality assured by School Business Partner with all agendas, minutes and governing board business supervised and checked. Our clerks access regular briefings and updates on governance matters.</p> <p>Schools and trusts accessing the clerk service have access to a governance advice helpline and preferential rates on other services provided by School Business Partner. Further information available upon request.</p>			
<b>Options</b>	<p><b>Core Service</b></p> <p>This includes the following: -</p> <ul style="list-style-type: none"> <li>* Attendance at all scheduled full governing body, sub-committee meetings and appeals.</li> <li>* Taking, preparing and circulating minutes of meetings.</li> <li>* Drafting, agreeing, circulating meeting agendas and supporting papers.</li> <li>* Amending and recirculating agendas and minutes where required.</li> <li>* Advice relating to governance procedure, regulations and good practice.</li> </ul> <p>Governing Boards are invited to choose one of the following core packages: -</p> <table border="1" data-bbox="341 1895 1489 2009"> <tr> <td data-bbox="341 1895 1489 1933"><b>CORE 21 Package:</b> - £2,244 per year</td> </tr> <tr> <td data-bbox="341 1933 1489 1971">Governing boards which hold up to 21 governing board meetings per academic year</td> </tr> <tr> <td data-bbox="341 1971 1489 2009"></td> </tr> </table>	<b>CORE 21 Package:</b> - £2,244 per year	Governing boards which hold up to 21 governing board meetings per academic year	
<b>CORE 21 Package:</b> - £2,244 per year				
Governing boards which hold up to 21 governing board meetings per academic year				

	<b>CORE 18 Package:</b> - £1,924 per year
	Governing boards which hold up to 18 governing board meetings per academic year
	<b>CORE 15 Package:</b> - £1,603 per year
	Governing boards which hold up to 15 governing board meetings per academic year
	<b>CORE 12 Package:</b> - £1283 per year
	Governing boards which hold up to 12 governing board meetings per academic year
	<b>CORE 9 Package:</b> - £962 per year
	Governing boards which hold up to 9 governing board meetings per academic year
	<b>CORE 6 Package:</b> - £642 per year
	Governing boards which hold up to 6 governing body meetings per academic year
	<b>CORE 3 Package:</b> - £321 per year
	Governing boards which hold up to 3 governing body meetings per academic year
	N.B. To help us deliver a consistent quality service, it is a condition of this agreement that our clerks will attend <b>all of your scheduled governing board meetings</b> .
	Governing boards are invited to choose one or more of the following additional services.
	<i>Please note if you are not asking School Business Partner to provide these additional services for your school you will need to make alternative arrangements as these are <b>compulsory elements of running a governing board</b>.</i>
	<b>Additional Services</b>
	1. Record keeping – production, updating and publishing (where required) the following documents: - £1,086 per governing board per year.
	An annual governing board work schedule (meetings, school visits)
	Terms of Reference documents for the governing board and its committees
	Schedule of school policies for approval each year by the governing board – <i>NB – we do not write, amend or hold your policy documents.</i>
	Maintaining a physical or electronic governor file within the school office
	Annual record of governor attendance
	Governor terms of office record
	Updating of Getting Information About Schools (GIAS)
	Governor annual register of business interests
	Schedule of individual governor roles and responsibilities
	Governing Board Skills Audit
	Record of training and development undertaken by governors.
	Instrument of governance

	<p>2. Presentation 'An Introduction to School Governance' - aimed at new governors £108 per presentation</p> <p>3. Company Secretary (Academies Only) - £337 per trust Co-ordinating annual meeting of trust members Liaison with Companies House – filing of annual accounts, assurance statement, advising of changes to board constitution. Maintaining Scheme of Delegation documents</p> <p>Schools which have signed up to one of the core packages can purchase additional clerking (above the entitlement in the annual contract) at - £115 per meeting, plus travel expenses at 45p per mile.</p> <p>* Please note that V.A.T. will not be added to these charges *</p> <p>** These charges are calculated based upon governing board meetings of up to 2 hours **</p> <p>** School Business Partner reserves the right to make a supplementary charge should the meetings regularly exceed 2 hours in duration **</p>				
<b>Payment Terms</b>	<p>Schools will be invoiced in 3 termly instalments, at the start of each term. Payment terms 30 days net of the date on the invoice.</p> <p>For LA Maintained school the agreement will run from 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023. For academy trusts from 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023.</p>				
<b>Notice and Cancellation</b>	<p><b>Cancellation of this contract</b></p> <p>The school and/or School Business Partner may cancel this contract by giving at least 1 clear term notice in writing.</p>				
<b>School Requirements</b>	<p>School will need to provide: -</p> <p>A school IT network account for the clerk – so that governance business can be conducted securely.</p> <p>Access to a school photocopier and desktop/laptop computer (when visiting school)</p> <p>A list of the full year governance meetings (including committees) in advance.</p>				
<b>School Business Partner</b>	<p>Started by Andrew Blench, former School Business Manager of Dinnington High School, in September 2016. The aim is to partner with schools in the Yorkshire, Derbyshire, Nottinghamshire, Lincolnshire and Greater Manchester areas. Helping you to achieve greater efficiency, maximise income, reduce risks and be effective in the business operations of your school.</p> <p>We offer interim, consultancy and project-based services in the following areas: -</p> <table> <tr> <td>Financial Management</td> <td>Human Resource Management</td> </tr> <tr> <td>Health and Safety</td> <td>Marketing</td> </tr> </table>	Financial Management	Human Resource Management	Health and Safety	Marketing
Financial Management	Human Resource Management				
Health and Safety	Marketing				

	Management of Risk	Governance Services
	Leadership and Management Coaching	Academy Conversion

**ORDER FORM**

SCHOOL NAME -

SCHOOL ADDRESS &amp; CONTACT DETAILS

CORE SERVICE – PLEASE SELECT ONE

CORE 21 @ £2,244 PER YEAR CORE 18 @ £1,924 PER YEAR CORE 15 @ £1,603 PER YEAR CORE 12 @ £1,283 PER YEAR CORE 9 @ £962 PER YEAR CORE 6 @ £642 PER YEAR CORE 3 @ £321 PER YEAR 

ADDITIONAL SERVICES – PLEASE SELECT ALL THAT APPLY

RECORD KEEPING @ £1,086 PER YEAR AN INTRODUCTION TO SCHOOL GOVERNANCE @ £108 PER PRESENTATION COMPANY SECRETARY @ £337 PER YEAR I DO NOT WISH TO PURCHASE ANY ADDITIONAL SERVICES **Chair of Governing Board****Head teacher**

Signature

Signature

Name

Name

Date

Date