

Clerking Service

Service Level Agreement

April 2019 – March 2020



03000 414523



clerkingservices@theeducationpeople.org



www.theeducationpeople.org

Governor Services, Room G83 Sessions House,
County Road, Maidstone, ME14 1XQ

Introduction

Welcome to our Service Level Agreement.

As a key part of leadership, school governors benefit from advice and professional support. Equally, as we move towards a school-led education system nationally and locally, a central, defining role of successful governance is to maintain good or better outcomes and bring about sustainable school improvement.

The Department for Education recognises that professional quality clerking is critical to the effectiveness of a governing board in fulfilling its core strategic functions. Their Clerking Competency Framework states:

Professional-quality clerking is about much more than taking minutes to record the discussions and decisions of the board. It is also about providing governing boards with expert advice on governance, procedures and compliance and directly contributing to its efficient conduct. The voluntary nature of governance makes it all the more important that boards conduct their business efficiently to make the best possible use of everyone's time. Professional clerking has a vital role to play in meeting the administrative and procedural requirements of boards and enabling efficient and effective discussion and decision making.

The Clerking Service seeks to provide a clerking service that is tailored specially to your governing board needs.

Governor Services

Governor Services works strategically with governing bodies to help them lead their schools to improve and reach outstanding and good status through a professional programme of training, advice and support.

The aims and benefits of Governor Services, including Support and Development and Clerking

- All Kent Schools are recognised by Ofsted as having effective governing bodies;
- In every subscribing school, the leaders' and governors' vision, ambition and high expectations are communicated to staff, parents and pupils and they are able to create a culture which enables pupils and staff to excel;
- Good and outstanding school performance is maintained and, where required, improvement takes place quickly;
- Statutory responsibilities and core functions are fulfilled and implemented to a consistently high standard;
- Outcomes, the narrowing of performance gaps, the development of highly effective teaching, capacity to go on improving and pupil and staff well-being are prioritised;
- All schools are informed and supported with up-to-date knowledge on changes in legislation, guidance and policy direction affecting school leadership and local provision for school improvement.

The Clerking Service

As part of Governor Services, The Clerking Service operates rigorous quality assurance to ensure that all clerking support is delivered by high calibre, credible trained professionals. All our clerks are expected to meet robust quality standards which contribute to the effectiveness of the governing board as well as upholding the values of The Education People and the Nolan Principles.

The Service Level Agreement provides governing boards with high quality, comprehensive advice and support, delivered by trained professional clerks. All staff are recruited following a careful selection and assessment process and undertake a rigorous training programme prior to being allocated to a governing board.

We pride ourselves on providing an efficient and friendly service.

The benefits of subscribing to our Clerking Service Level Agreement:

- Many years' experience of providing clerking services across all types of schools and academies
- Reliable, friendly, efficient, experienced and knowledgeable service providing the skills and expected behaviours of professional clerking
- Quality, comprehensive advice and support, that is delivered by trained and professional clerks
- High quality clerking, consistent with Ofsted standards and requirements, including accurate and professionally produced minutes, highlighting challenge and support to the school
- Working in tandem with the Chair to support and challenge to ensure the board focuses on strategic rather than operational decisions
- Agenda planning and document/policy management support including distribution of committee papers
- Accurate record of board membership, attendance, pecuniary and business interests register
- Statutory information managed effectively in accordance with legal requirements
- High-quality in-service training, briefings, updates, National Governance Association membership and professional advice to ensure Service Clerks are providing the latest up to date support and legislative guidance
- Support, advice and quality assurance of each clerk's work by the Governor Services team. Performance management is achieved in collaboration with our customers (Chairs)
- Resolution of any issues or areas of concern as escalated to The Clerking Service by either the clerk or the governing board with provision of replacement/alternative clerk should this be required
- Prompt response to all queries received
- Effective link to other services provided by The Education People and personnel
- Full responsibility for all clerking employment liabilities, such as safeguarding checks; training; payroll; and HR duties provided by The Clerking Service.

Our Offer

We offer a comprehensive clerking package. The SLA carries an annual charge, calculated on the number of meetings the governing board wishes clerked (for schools in all phases).

Details

The overall offer to schools includes:

- Proactive support with agenda setting, liaising with the chair to formulate the production of the meeting agenda
- Circulate electronically the agenda and supporting papers to the governing board in line with statutory requirements
- Provide the clerical and minuting functions of governing board meetings including the preparation, amendment and electronic issuing of the minutes within 14 school days of the meeting
- Filing of hard copy of minutes and associated documentation
- Clerking actions arising from the minutes undertaken including informing of additional services which can be provided
- Up to date attendance, business and pecuniary registers
- Accurate membership records maintained
- Information managed effectively in accordance with legal requirements
- Advice on constitutional and procedural matters, duties and powers
- Provide first point of contact for governance related support
- Concerted effort to provide a substitute clerk, where necessary

We will assign a dedicated clerk to support each subscribing governing board who will also act as a point of contact between the Area Governance Officer and the governing board. This allows advice and support to be tailored to each school's circumstances and context.

Additional Services

A range of additional services are available and outlined within our pricing structure. These include services tailor-made to your needs which will be charged at the additional hourly rate.

For any further information after reading our terms and conditions, please contact Tom Winek, Business Support Officer Clerkingservice@theeducationpeople.org

On behalf of The Clerking Service I would like to welcome you to our friendly and efficient Service providing the professional high expectations as described within the Clerking Competency Framework which all governing boards should expect to receive.

Julia Durcan
Clerking Service Strategic Lead
Julia.durcan@theeducationpeople.org

THE CLERKING SERVICE TERMS AND CONDITIONS

Starting the Contract

Please note, this is a rolling contract. On receipt of the chair signed application form, found at the end of this document, submitted to clerkingservice@theeducationpeople.org we will:

- Locate a clerk with capacity in your area
- Arrange a visit to the school for an introductory meeting with the chair and headteacher to explain the role of The Clerking Service and the responsibilities of the clerk, the governing board and the school
- Calculate the contract on the number of meetings per annum
- Following the meeting ensure a copy of the contract is retained by the school and a copy held by the Clerking Service
- Formally start the contract and monthly invoice raising upon allocation of a clerk.

Ending the contract

Schools can terminate agreements by giving notice in writing to the service provider, The Clerking Service, at clerkingservice@theeducationpeople.org. Charges, unless otherwise agreed, will continue for four full months after the receipt of notice. The 1st of each month is taken as the first full month within the termination period.

In exceptional circumstances where notice for termination has been received and there is no allocated clerk or a replacement cover clerk available within 30 days, the 4-month notice period will be waived.

The clerk is always employed by The Education People in its Clerking Service. The governing board shall not directly or indirectly employ or engage any clerking services from any clerk either currently or previously employed by The Clerking Service for a period of 12 months following the termination of the contract. If a governing board breaches this provision it will incur a compensation fee of £2500 or the previous annual charge to the school, whichever is greater. The compensation fee will cover financial loss occurred to The Clerking Service in recruiting and training a replacement clerk.

Fees and Payment methods

This is a service in which schools give their agreement to buy into traded services. The service is charged on a financial year basis, from April to March. Annually the governing board will inform The Clerking Service of the number of meetings to be clerked. Payment will be collected monthly by direct debit via The Education People accounts billing facility. Any payments due for any period signed up to less than a full year will be charged monthly at a pro-rata rate.

Schools will be charged the fee published on the Service Agreement. The service will be charged each month (unless otherwise agreed) by direct debit detailing the element relating to each individual package.

If there are any changes to the number of meetings within an academic year, it is the responsibility of the governing board via the chair to inform The Clerking Service. If there is more than one change to the contracted number of meetings in the financial year, these will incur an administration charge of **£25 per change**. The chair and headteacher will be made aware of the charge by the Clerking Service Business Support Officer which will be added to and included in the following months direct debit.

The Clerking Service pricing structures are reviewed each year with the governing boards notified on any changes in the pricing arrangements in the spring term.

Full details of the charging structure relating to all available options including additional services are found within the pricing section of this service level agreement.

Duration

The agreement for packaged services will be 'open ended' and will continue to run until such time as a school or service provider gives notice to amend or terminate.

Extra Hours, Meetings or Additional Services

Additional meeting hours, extraordinary meetings or additional clerk services will be charged in accordance with our pricing structure and included in the next direct debit from The Education People. Please note, where any additional meeting hours are approved, the charge reflects taking into account both attendance and extra required minute drafting allocation for the clerk. Approval of the additional time, meetings or services will be required in writing from the chair to the Clerking Service in advance of the clerks pay claim. Please send approval of additional meeting time or additional clerk services hours to clerkingservice@theeducationpeople.org

Cancelled/ Inquorate Meetings

Cancelled meetings with more than 2 weeks' notice will be adjusted at year end. It is the responsibility of the School Bursar to inform the Clerking Service of any refunds due.

- If a meeting is cancelled with less than 2 weeks' notice an admin fee of **£74** will be charged
- Inquorate meetings where the clerk has attended, and the meeting is then cancelled a charge of **£150** will be applied
- Inquorate meetings where the clerk has attended and is happy to take notes, the meeting cost will be charged **in full**.

Postage

Our fees include preparation and distribution of the agenda and supporting papers electronically, including via email. If postage is required, this will be provided by the school.

Stationery

Schools are expected to provide stationery for the clerk to perform their role. Requirements will vary according to the need and facilities available to the clerk.

Photocopying

The school should provide a hard copy of all papers required for the governor file. Where it is requested that the clerk photocopies paperwork for governors, the clerk must have access to the school's photocopier at mutually convenient times for the clerk and the school's administrative staff.

The school will incur an additional ad hoc charge for the clerk's attendance to photocopy paperwork.

Filing

The governing board should have an area within the school where minutes and supporting papers may be kept and are readily accessible at any time. A further secure area is needed to file confidential minutes and any associated papers.

The clerk will ensure that a hard copy of the governing board minutes and papers are filed appropriately.

For new entrants to the service a one-off fee of **£175** is required for 5 hours work to audit files and any governing board documentation. Any further additional work such as annual maintenance to meet GDPR requirements can be provided as an additional service at the ad hoc charge. Service clerks will follow the best practice as outlined within the DfE data protection annual review checklist.

Statutory Policies

The expectation is for the governing board to hand the service clerk a policy review schedule from which the clerk can identify the relevant policies for review to be included for the agenda setting.

Where this schedule is not in place, we can provide a one-off additional service of setting up a policy review schedule for statutory policies. This will ensure all statutory policies are in place for review and approval in accordance with DfE/ ESFA legislation and guidance. The cost for this additional service is **£175** for 5 hours work.

Complaints Policy- Complaints Coordinator

There may be occasions when a clerk is away or there is a long gap between meeting dates. To ensure the complaints policy and procedure is compliant in all schools which engage with The Clerking Service, the school is expected to provide a Complaints Coordinator (recommendation for a member of school admin) for the first point of contact for a formal complaint and to subsequently print hard copies of any documentation required. The new model LA policy contains an option for a Complaints Coordinator. Please amend your website to add the Complaints Coordinator as the first port of contact for any complaints as well as your complaints policy.

The role of the Complaint Coordinator will be:

- To receive and record the date of receipt of the formal complaint for the governing board, including by telephone
- Acknowledge in writing to the complainant receipt of the complaint within 5 working days and inform a clerk will be in touch to organise the next steps
- Immediately contact the clerking service by email at clerkingservice@theeducationpeople.org or by phone on 03000 414523. The Clerking Service will arrange and provide a clerk for the process, chargeable at the ad hoc price
- Immediately contact the chair, unless the complaint is against the chair, in which case to contact the vice chair to inform and pass on the complaint letter
- Immediately contact The Clerking Service if the complaint is against the whole governing board.
- Print the clerk collated hard copy documentation for the complaint meeting
- Ensure confidentiality at all times
- Be aware of issues regarding: Shared third party information and any additional support needed by the complainants
- Keep securely records of correspondence.

Complaints Coordinator training can be accessed for free if the governing board has subscribed to the governor services training package.

Performance Management

All Education People employees are required to take part in an annual performance review. To quality assure our service and our clerks, we will work in collaboration with chairs to inform our clerk performance management process. A review questionnaire will be sent annually in the Autumn term to the chair, to be filled in, discussed with the clerk and returned to the Business Support Officer before the **1st December 2019**.

Where there has been a change in the role of the chair, discussion may be sought, by the current chair, from the previous chair and/or vice chair if they remain on the governing board.

There will be opportunities within the questionnaire form to recognise the clerk's achievements and successes, including where exceptional performance has been demonstrated.

Examples might include:

- A piece of exceptional work which is in addition to the expectations of the subscribed role
- A specific and/or substantial contribution not previously recognised
- Innovative practice which delivers improvements or achieves significant efficiency.

It would not include:

- Ordinary subscribed work (even if it has been done very well and to a high standard- we expect our clerks to do their jobs well)

If performance issues arise during the year, the chair must address this with the clerk in the first instance. If there are continuing issues, the chair must consult with The Clerking Service Strategic Lead. Performance issues must be tackled at the time they occur and not left until to be picked up as part of the performance review process.

To aid chairs understanding, the expectation and role of the service clerk is included later in this document. A webinar will be available for chairs and headteachers to fully understand the role of the service clerk.

Governing Board school email addresses

To ensure compliance with GDPR by doing everything in our power to keep personal information secure and prevent a data breach, as all our clerk communication is electronic, it is a requirement of signing up to the Service Level Agreement for **all governors to have school email addresses.**

The Clerking Service is a service from The Education People. To find out more on other available services see Theeducationpeople.org or email hello@theeducationpeople.org For the Education People Terms and Conditions see www.edukent.co.uk/terms_and_conditions/

THE CLERKING SERVICE PRICING STRUCTURE

The Clerking Service SLA Price	The Clerking Service Non-SLA Price
<p>Full Governing Board meeting £340 (13 hours) This is for a 2-hour meeting.</p> <p>£30 charge for up to every 30mins over the 2-hour limit. This is to allow the cost of the clerk for the extra attendance and extra minutes write up</p>	<p>Full Governing Board meeting £468 (13 hours) This is for a 2-hour meeting</p> <p>£40 charge for up to every 30 mins over the 2-hour limit.</p>
<p>Extraordinary FGB meetings</p> <p>Charged at the ad hoc rate of £40 per hour</p>	<p>Extraordinary FGB meetings</p> <p>Charged at the ad hoc rate of £50 per hour</p>

<p>Committee meeting £227 (8 hours) £30 charge for up to every 30mins over the 2-hour limit. This is to allow the cost of the clerk for the extra attendance and extra minutes write up</p>	<p>Committee meeting £288 (8 hours) £40 charge for up to every 30 mins over the 2-hour limit.</p>
<p>Pay Committee £168 (1-hour meeting) If more than an hour meeting the committee charge of £227 will apply</p>	<p>Pay Committee £220 (1-hour meeting) If more than an hour meeting the committee charge of £288 will apply</p>
<p>Academy- Annual Members Meeting £168 (1-hour meeting) If more than an hour meeting the committee charge of £227 will apply</p>	<p>Academy- Annual Members Meeting £220 (1-hour meeting) If more than an hour meeting the committee charge of £288 will apply</p>
<p>Cancellation of any meeting with less than 2 weeks' notice £74</p> <p>Inquorate meetings, clerk attended and cancelled -charge £150</p> <p>Inquorate meetings, clerk attended, and notes taken £340</p>	<p>Cancellation of any meeting with less than 2 weeks' notice £100</p> <p>Inquorate meetings, clerk attended with or not notes taken are charged in full</p>
<p>New entrants to the Clerking Service will be subject to a one-off setup fee of £175 (5 hours' work to audit files) this will enable the clerk to audit and set up all the required files and governing board documentation</p>	<p>Not applicable</p>
<p>Admin charge for more than one change of number of meetings within a financial year £25</p>	<p>Not Applicable</p>
	<p>Clerking, coaching and mentoring are available at £50 per hour</p>

<p>ADDITIONAL SERVICES</p> <p>Policy review schedule set up £175</p>	<p>Not applicable</p>
<p>ADDITIONAL SERVICES SLA</p> <p>We reserve the right to charge for additional hours.</p> <p>The following additional services are all charged at the Ad Hoc cost of £40 per hour</p> <ul style="list-style-type: none"> • Records Audit/ maintenance/ set up for GDPR compliance • Drafting of Terms of Reference • Governing board skills audit • Governing board self-review • Review of governance, collection and sending of documents • Compliance preparation • Schools financial value statement (SFVS) preparation- drafting meeting with finance lead and finance officer/bursar • Extraordinary governing board meetings • Consultation meetings • Federation working group meetings • Archiving as part of federation, amalgamation or academy conversion • Complaint procedure • Any panel process and hearings • Any appeals process and hearings • Any pay appeal process and hearing • Exclusion process and hearings • Investigation drafting of meetings • Parent election work • Additional liaison with Local Authority/Diocesan representatives 	<p>ADDITIONAL SERVICES NON-SLA</p> <p>We reserve the right to charge for additional hours.</p> <p>Ad hoc hours are charged at a cost of £45 per hour for:</p> <ul style="list-style-type: none"> • Complaint procedure • Any panel process and hearings • Investigation drafting of meeting • Any Appeals process and hearings • Exclusion process and hearings • Ad Hoc - £45 per hour, for any appeals, panel, or investigation
<p>Charge for service clerk attendance at governing board bespoke 'in house' 2-hour training session £40</p>	

Clerking Service - Service Level Agreement Expectations

The activities below are the service you should expect to receive for your subscription from your allocated clerk. Any additional activities required will be charged.

Before the governing board meeting

- To undertake research specific for the meeting around statutory duties
- To draft the agenda for meetings of the full governing board or committee two weeks prior to the meeting and include standing items as advised by The Clerking Service
- To add any statutory policies, from the policy review schedule, requiring review and approval to the agenda
- To seek approval of the agenda in consultation with the chair and the headteacher
- To liaise with those preparing any supporting papers to ensure they are available on time
- To distribute the agenda and any supporting papers electronically to members of the governing board and its committees as appropriate seven school days in advance of the meeting or within the time limits required by the Articles of Association or Scheme of Delegation
- Alert the governing board and/or appointing bodies in advance of any impending membership considerations
- Advise as appropriate on any procedural and legislative matters
- Deal with any correspondence regarding the meeting.

At the governing board meeting

- Ensure the meeting is quorate before any business is conducted. Advise on next steps and charges if the meeting is inquorate
- Attend meetings of the governing board/ committees and take accurate notes
- Work in tandem with the chair, supporting and challenging to ensure the board focuses on strategic rather than operational decisions and flagging up where the board is overstepping or deviating from its role
- Provide guidance to the chair and board to help them identify the information they require and the questions they should ask of senior leaders
- Ensure the governing board/ committee approved minutes are signed in accordance with legislation
- To advise on procedural and legislative matters in relation to the governing board in accordance with information contained within the Instrument of Government, School Governance Regulations, Governance Handbook, Monthly Bulletin, District Governor briefing, the Articles of Association, the Funding Agreement, Independent Schools Standards Regulations, Academies Financial Handbook and any other relevant circulars
- To ensure the attendance register, business and pecuniary interests, terms of reference are up to date
- Alerts the chair or speaks out at meetings to ensure governors operate within their code of conduct
- To annually establish a full timetable of governing board and committee meetings as appropriate for agreement.

After the governing board meeting

- Gain authorisation for any additional meeting hours or additional services from the chair in writing and then submit to the Business Support Officer for appropriate invoicing
- To write (ensuring the minutes accurately reflect the content of the meeting and provides evidence of challenge and scrutiny of the leadership), produce and submit electronically, draft minutes of the governing board to the chair within 7 school days of any clerked meeting with copies to the headteacher for information, unless advised otherwise by the governing board
- To distribute electronically cleared chair draft approved minutes to the governors and Diocesan Director of Education (if appropriate) within 10 school days of chair approval
- To put a hard copy of the signed minutes and any supporting papers on file in the school for available inspection by the public
- To put a hard copy of any confidential minutes and their appropriate papers in the separate secure location in the school
- Send electronically to the school paid staff member responsible for uploading to the school website **if** required.

Between the governing board meetings

- To maintain membership records on individual governor's attendance, roles and terms of office
- To electronically send to the person responsible in school for the website the changes in membership and roles for uploading
- Liaison with the Local Authority/Diocesan representatives/Trust Boards including for forthcoming vacancies
- To alert the person responsible in the school for GIAS and/or Companies House of any required membership changes
- To ensure a register of governing board pecuniary interest is maintained and reviewed annually
- To update the Governor Services database with all changes in maintained school governing boards membership including the chair and vice chair positions within 14 school days of receiving the information
- To alert the governing board and appointing bodies in advance of any impending membership considerations
- To attend training and briefing sessions arranged for clerks
- To keep abreast of updates and changes to governance legislation and responsibilities as advised by the Clerking Service Strategic Lead and The Education People
- To act as the first point of contact for governors with queries on procedural matters
- Notify the governing board and the Clerking Service as soon as possible if they cannot make a meeting, so that a cover clerk can be arranged where possible.

Expectations of the Chair

- Provide access to governing board records and all relevant information and data
- Provide the clerk with the policy review schedule
- Attend the introductory meeting, with the headteacher, when a new clerk is assigned and ensure understanding of the expectations of the service

- Ensure when establishing the annual timetable, meetings are held at times and dates convenient for their clerk. If a meeting needs to be rearranged, the chair will check the clerk's availability prior to announcing the revised date
- Inform the Clerking Service annually of the number of meetings required
- Limit full governing board and committee meetings to two hours
- Maintain regular communications with the clerk to enable him/her to fulfil the role effectively
- Start drafting the agenda in consultation with the clerk and headteacher two weeks prior to the meeting date
- Send written authorisation of additional meeting hours and/or additional clerk services to the Business Support Officer
- Draft approve the meeting minutes, including amendments required within 7 school days of receipt
- To undergo clerk appraisal training and meet annually with the clerk to discuss his/her performance against the supplied questionnaire and return the document to the Business Support Officer
- Raise any issues of performance or service with the clerk as soon as possible as matters can usually be resolved if addressed quickly. If issues or concerns remain contact the Clerking Service Strategic Lead as soon as possible to enable resolution
- Ensure the clerk has access to secure filing for governing board records at the school
- Agree mechanisms with the school for the production and delivery of hard copy documents if required by governors. Service clerks are not expected to produce photocopies
- Ensure all governors communicate with secure school email accounts
- Provide 4 months cancellation notice to terminate the contract in writing
- Ensure following termination of the contract, no current or former service clerk is appointed as clerk for a 12-month period.

Expectations of the Governing Board

- Provide access to governing board records and all relevant information and data
- Provide the clerk with the policy review schedule
- Plan an annual timetable and provide reasonable notice of meetings in consultation with the clerk
- Ensure meetings are quorate
- Limit full governing board and committee meetings to two hours
- Maintain regular communications with the clerk to enable him/her to fulfil the role effectively
- Ensure monitoring visit reports or any governor produced documents are sent to the clerk in advance to go out with the agenda 7 days in advance of the meeting
- Ensure the clerk is not asked to assume additional duties without consent of the chair
- Ensure the complaints policy and procedure recognises the Service Level Agreement terms and conditions with the appointment of a Complaints Coordinator
- Agree mechanisms with the school for the production and delivery of hard copy documents if required by governors. Service clerks are not expected to produce photocopies.

- Approve the decision to terminate the contract and ensure the chair provides 4 months cancellation notice to terminate in writing
- Ensure all governors communicate with secure school email accounts.

Expectations of the Headteacher and School

- To consult with the chair and clerk on the agenda
- To supply any papers in time to go out with the agenda, at least 7 days in advance of the meeting or as per the Articles of association or Scheme of Delegation
- Provide a Complaints Coordinator
- Attend the introductory meeting with the chair and new clerk and understand the expectations of the clerk, chair, headteacher and Clerking Service
- Agree mechanisms with the school for the production and delivery of hard copy documents if required by governors. Service clerks are not expected to produce photocopies
- Agree mechanisms for the photocopying of all meeting documents for the hard file
- Provide a space for the governor file and a secure location for the confidential minutes and any associated documents
- Forward emails to the clerk that are relevant to the working of the governing board
- Provide postage and stationery as required.

The Clerking Service provides:

- A named clerk for all meetings provided they are planned sufficiently in advance with the clerk in question
- The Clerking Service will make every effort to provide a substitute clerk in the event of the clerk appointed to the school being unable to attend the timetabled agreed meeting of the governing board
- Where the governing board changes the date of the meeting to one that their allocated clerk cannot make and the Service cannot supply a cover clerk, a **50% refund will be made**
- Payment of the subscription to the National Governor Association and Learning Link for the clerk
- Regular clerks briefing meetings and electronic updates to clerks
- Support for the chair to undertake the clerk's appraisal
- Quality assurance functions – minute monitoring as part of the performance management process
- Purchase of The Governors Year Book to support the clerk in their duties
- Resolution of any issues or areas of concern as escalated to The Clerking Service by either the clerk or the governing board with provision of replacement/alternative clerk should this be required
- Prompt response to all queries received
- Full responsibility for all clerking employment liabilities, such as three yearly safeguarding checks; training; payroll; and HR duties
- Training and mentoring for new clerks to ensure expectations are delivered
- Area Governance Officer support for clerks
- If there is a short period between resignation and allocation of a new clerk, the Area Governance Officer will work with the governing board to ensure the Governor Services Statutory database is up to date and compliant.
- Liaise with the Chair, School and clerk on any changes to the terms and conditions.

Allocation of Clerk's Hours

Please see below a breakdown of the hours allocated to the clerk before, during and between meetings

Full Governing Board	
Meeting Preparation	2 hours
Attending Meeting	2 hours
Typing up Minutes and Approval	5 hours
Meeting with Chair / Communication	2 hours
Membership / Record Keeping / Filing	1 hour
Follow up Clerk's actions from meeting	1 hour
Full Governing Board Meeting Total	13 hours

Committee meetings	
Agenda – drafting, approval and sending to Governors	1 hour
Attending Meeting	2 hours
Typing up Minutes and Approval	5 hours
Committee Meeting Total	8 hours

The bold font reflects the proportion of the claim if shared between clerks.

The Clerking Service is a service from The Education People.
For The Education People Term & Conditions please see
<https://www.theeducationpeople.org/terms-conditions/>

Application Form for the Clerking Service

The governing board of _____

is interested in subscribing to the Clerking Service from ____/____/____ (date)

We would like the following number of meetings to be clerked annually:

_____ (number of) full governing board meetings annually

_____ (total number of) committee meetings annually – please list which committees

_____ (total number of) pay committees

_____ (total number of) academy members meetings if applicable

Governing board meetings are usually held on a _____ at _____ (time)

Our next meeting of the governing board is _____

In making this application I agree that I have read the terms and conditions set out or referred to in the documentation accompanying this Application Form and accept that the Governing Board will be bound by those terms and condition should my application be accepted by The Clerking Service on behalf of The Education People.

Signed _____ Chair of Governors

Contact telephone number _____

Contact email _____

Return to:

The Clerking Service
Room G83 Sessions House,
County Road, Maidstone, ME14 1XQ
Tel: 03000 414523

Email: clerkingservice@theeducationpeople.org Website: theeducationpeople.org