

We can support all of your governance needs through our shared values;

- Moral Purpose
- People First
- Stronger Together
- Excellence
- Spirit of Innovation
- Integrity

This is why we are
"Better Together"

Clerking Services



April 2020–March 2021
PACKAGE



Our clerk is a pivotal member of our governing body. She is a great organiser and participates in everything we do, coordinating meetings, steering groups and provides us with up to date advice. Her experience and knowledge add that extra dimension to our meetings at all levels. A huge asset.



Introduction

Welcome to our Service Level Agreement. As a key part of leadership, school governors benefit from professional advice and 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 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.'

In both Academy and Maintained School Sectors it is a statutory requirement for the Governing

Board to assign a clerk with a view to ensuring their efficient functioning and must have regard to advice from the clerk as to the nature of the governing board's functions. The Clerking Service provides an allocated clerk, as your governance professional, with a service which is tailored to your governing board needs to enable effective governance. On behalf of The Clerking Service I would like to welcome you to our friendly and efficient Service providing you with the governance professional who meets the high expectations as described within the Clerking Competency Framework to enable effective governance.

Julia Durcan
Clerking Service Strategic Lead





Our clerk has always been a complete asset to our governing body but this past year she has excelled herself. At times she has been a complete lifeline to me, helping and assisting me, in particular, with a number of complaints that have been raised. I could not and would not want to be on the governing body, least of all the chair, if I didn't have her by my side in my governance journey.



The Clerking Service

The Clerking Service provides governing boards, through the Service Level Agreement, with high quality, comprehensive advice and support, delivered by trained professional clerks. The 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. Our Clerks 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 a professional, efficient and friendly service.

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 from our governance professionals.
- Quality, comprehensive advice and support, that is delivered by trained and professional clerks and supported by the wider Governor Services Team.

- High quality clerking, consistent with Ofsted expectations and requirements, including accurate and professionally produced minutes, showing the governing boards challenge and support to the school.
- Working in tandem with the Chair to enable support and challenge ensuring the board focuses on strategic rather than operational decisions.
- Agenda planning including distribution of committee papers which drive the business of the governing board.
- 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 provided ensure Service Clerks are providing the latest up to date support and legislative guidance.





The last 12 months have seen a number of changes on the governing board with a new chair and a new headteacher. Our clerk has shown tremendous support and direction to the team over this period and his calm assurance has helped significantly with the integration of new team members.



- 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
- Full responsibility for all clerking employment liabilities, such as: recruitment, safeguarding checks, training, payroll, holiday pay, pension and HR duties provided by The Clerking Service.

Our Offer

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

- 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 draft minutes to the governing board within 20 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, pecuniary and material 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- A clerk provided as required for panel hearings (as an additional charge).



Our clerk always goes above and beyond for the whole governing board and always makes herself available when needed. The meetings flow well thanks to her accurate and clear agendas and full minutes. We recently had an external review of governance and the quality of our minutes was commented upon, that is all thanks to our clerk.



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.

Further Information

For any further information after reading our terms and conditions, please contact:

Tom Winek, Business Support Officer
Email: Clerkingservice@theeducationpeople.org

Terms & 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 be able to provide a wide range of services.

- Locate a clerk with capacity in your area.
- Arrange a visit to the school, by the Clerking Service Lead and allocated clerk, for an introductory meeting with the chair and headteacher to go through The Service Level

Agreement, including the expectations of the clerk, the governing board and the school.

- Calculate the contract, which will be signed at the expectation meeting, based on the number of meetings per annum.
- Following the meeting ensure a copy of the contract is sent to be 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.
- Annually inform the governing board of any changes to the Service Level Agreement.

Ending the Contract

Once the governing board has decided in their meeting to end their contract the governing board can terminate the Service Level Agreement by the chair giving notice in writing to The Clerking Service.

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.



Our clerk is excellent. She is knowledgeable and discharges her duties effectively and professionally.



Our clerk is professional and knowledgeable in his role. He is approachable and is very prompt in replying to queries.



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.

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 board 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 the governing board or the Clerking Service gives notice to 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

Please note Panel hearings which within statutory guidance require the services of a professional clerk are charged as additional services.

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, copying in the chair of the governing board to inform the Clerking Service of any refunds due.

- If a meeting is cancelled with less than 1 weeks' written notice to the clerk with no planned rearrangement an admin fee of **£75** 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 electronic preparation and distribution of the agenda and supporting papers, including by email and uploading to any governance portal. If postage is required for sending hard copy

papers to governors or as part of a panel hearing process, 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 to the clerk prior to the meeting. Where the school requests 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 securely kept and are readily accessible to the clerk at any time. This includes a further secure area to file confidential minutes and any associated papers.

The clerk will ensure that a hard copy of the governing board minutes and any other governance papers or documents 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 will be provided as part of the service, unless there is a large volume in which case this will be charged 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 and Local Authority guidance.

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 Department for Education/ Education and Skills Funding Agency 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 must provide a Complaints Coordinator

(recommendation for a member of school admin) as the first point of contact for a formal complaint addressed to the clerk or to the chair of the governing board c/o the clerk and to subsequently print hard copies of any documentation required. The model Kent Local Authority School Complaints policy 2019 contains an option for a Complaints Coordinator. Please amend your website and complaints policy to add the Complaints Coordinator as the first port of contact for any complaints received to the clerk or chair.

The Role of the Complaint Coordinator

- 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 clerk. If the clerk is not available to contact the clerking service by email at clerking@theeducationpeople.org or by phone on **03000 414 523**. The Clerking Service will arrange and provide a clerk for the process, chargeable as an additional service 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.



"Despite having a fairly large number of schools in her clerking portfolio, our clerk supports the board so well and comprehensively that the governors could easily believe the school is her one and only school. She also understands how, as a special school, we operate in ways that are different to mainstream schools."



- Immediately contact the clerk, or if not available 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 clerks and our service, 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 for completion and return by the chair before

1 December 2020.

There will be opportunities within the questionnaire 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. 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.

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 as part of the performance management process.





"Our clerk is excellent and plays a big part in ensuring that the governing board has an impact that is greater than the sum of its parts. Agendas, minutes and papers are always produced to time and to a high standard. Her minute taking is exemplary with drafts accurately reflecting the key elements of often complex discussions and requiring very little in the way of substantive amendment."



Data Protection Responsibilities

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**.

Data subjects' rights

In accordance with the Education People's obligations as a processor under applicable data protection law, the Education People will refer all requests received from data subjects to you within three working days of receiving the request. You shall deal with all such requests in the first instance and the Education People will provide you with assistance in accordance with the terms of the Education People Terms and Conditions.

The Clerking Service is one of many services offered to schools and settings by **The Education People**.

To find out more on other available services see [our website](#) or email hello@theeducationpeople.org

The Education People provide the Clerking Service subject to and in accordance with [The Education People Terms and Conditions](#)





Our clerk stepped in at short notice and has proved to be a real asset. She has a great deal of experience and has shown herself to be very professional and thorough ensuring the meetings run smoothly with all papers sent well in advance and any queries responded to promptly. As a governor new to chairing I am extremely grateful to have someone of her calibre in the post.



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 and/or committee two weeks prior to the meeting and include standing items as advised by The Clerking Service.
- To add to the agenda any statutory policies, from the policy review schedule, requiring review and approval.
- 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 meet statutory requirements.
- To distribute the agenda and any supporting papers electronically to members of the governing board and its committees as appropriate seven 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.





Our clerk has gone 'above and beyond' and she has handled the changing circumstance due to our conversion to an academy very well. She is extremely well regarded by all our board for her advice and guidance which she gives in a firm but pleasant way.



- 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, any 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 Clerking Service 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 10 school days of any clerked meeting with copies to the headteacher for information, unless advised otherwise by the governing board.

- Advise as appropriate on any procedural and legislative matters.
- Deal with any correspondence regarding the meeting..
- To distribute electronically cleared chair draft approved minutes to the governors and Diocesan Director of Education (if appropriate) within 7 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 by the governing board.

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 send any approved minutes as required to the relevant diocese or trust Board.



Our clerk is highly experienced and I always welcome her sound advice and guidance. She is extremely professional and has continually helped us as a GB particularly finding new governors which has been a constant challenge.



- 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 local authority database, GovernorHub, with all changes in maintained school governing boards membership including the chair and vice chair positions within 14 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.
- Work in collaboration with the clerk when establishing the annual timetable; meetings are held at times and dates convenient for their clerk. If a meeting or extraordinary meetings need to be rearranged, the clerk's will be responsible for organising the date of the meeting in collaboration with the chair.
- 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 5 school days of receipt.
- To undergo clerk appraisal training, by webinar; complete the supplied questionnaire and return the document to The Clerking Service as directed



Since joining the board our clerk has made an immediate impact and brought a new level of efficiency and capability. She has been challenging the board to think more.



- Raise any issues of performance or service with the clerk as soon as they arise so matters can be resolved as quickly as possible. If issues or concerns remain contact the Clerking Service Strategic Lead 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 once a decision has been agreed by the governing board.
- 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

- Abide by the professional guidance given by the clerk. The Clerking Service instructs clerks to minute any noncompliance with their advice and guidance. Provide access to governing board records and all relevant information and data.
- Provide the clerk with the policy review schedule. Plan with the clerk an annual timetable and provide reasonable notice of meetings

- Ensure meetings are quorate. Limit full governing board and committee meetings to two hours. Respond promptly to communications from the clerk to enable them to fulfil their 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 or in accordance with academy legislation.
- 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



Our Clerk is a great support to myself being a new chair and I greatly appreciate all her advice and guidance. She is extremely hard working and very professional. I feel she goes above and beyond with her role in our board which is invaluable.



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.
- Provide a secure space for the governor file and 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 clerk updates.
- Support for the chair to undertake the clerk's appraisal.
- Quality assurance functions – minute monitoring as part of the performance management process.
- 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.



Our clerk works very effectively and efficiently. She provides excellent support for the governing board and works closely with the headteacher and myself as chair. We operate as a team to cover all aspects of effective governance. We very much appreciate our clerk's positive and 'can do' attitude.



- Full responsibility for all clerking employment liabilities, such as three yearly safeguarding checks; training; payroll; pension; holiday pay 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.

The Clerking Service is a service from The Education People. To find out more on other available services please visit [The Education People website](https://www.theeducationpeople.org) or email hello@theeducationpeople.org.

View [The Education People Term & Conditions](#)



Why choose The Education People?

- Long standing and proven reputation.
- Compliance with the latest legislation and procedures is assured.
- Confidence that you will receive a first class service.

Contact us



03000 414523



clerkingservice@
theeducationpeople.org



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