

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"

Governor Services



April 2021 - March 2022

Service Level Agreement



We are delighted to welcome you to the new Service Level Agreement for Governors and Clerks.

Research shows that Governors need a range of important qualities if they are to be effective; governing boards are key strategic decision makers accountable for ensuring the best possible education for every child or young person. They play an important role in maintaining a successful and stable workforce and for financial management and efficiency.

**THE EDUCATION
PEOPLE**

Governor Services

Within The Education People the Governor Services team 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.

Governor Services operates rigorous quality assurance to ensure that all support is delivered by high caliber, experienced and credible professionals.

All our providers are expected to meet quality standards when delivering advice and support and uphold the values of The Education People. We draw upon the professional skills, knowledge and understanding of key personnel within our partners, Kent County Council and also call upon external trainers and as partners with the National Governance Association, delivering their Leading Governance programmes we can call upon this important national body.

We believe that gaining skills and knowledge through continued professional development is vital for governors and clerks to confidently undertake their roles. The Governors and Clerks Professional Development Programme aims to support governing bodies through the provision of a comprehensive series of training courses to equip both governors and clerks to carry out their roles effectively and enable them to strategically lead their schools and academies.

We produce an annual Training Programme, which caters for new governors as well as more experienced governors who want to further their knowledge in a specialised area. We review our courses regularly to reflect national initiatives, local need and changes in legislation. Courses are open to all governors as continued learning is vital in empowering governors to confidently undertake their roles.

To support governing body professional development we offer a Service Level Agreement (SLA) and we have kept this at a very competitive price following research with other authorities and looked at how we can support our small schools.





What do people say about our conferences?

"Informative, great networking opportunity, well-paced, not too much info to take in, just perfectly pitched."

"It covered areas not so mainstream. Wellbeing is very key to getting the best outcomes for our children."

"Good mix of interesting subjects with engaging, knowledgeable and inspiring presenters."

**THE EDUCATION
PEOPLE**

Governor Training

The Governor Training SLA is an agreement purchased directly by the governing body through The Education People and includes:

- A countywide programme of training and development sessions for governors, chairs of governors and clerks with a focus on developing essential skills
- Annual conferences for Chairs of Governors, Clerks, and Governors
- GovernorHub – basic package
- Online E-learning programmes
- An electronic copy of 'The Governor' issued twice a year featuring key information, articles and case studies to improve practice
- Informative and timely e-mail based updates and bulletins to governors, covering the current issues facing school leaders and governors including statutory duties, changes in law and regulation and local strategies and initiatives
- Governor Monthly Bulletin
- Membership to the Kent Governors Association
- Initial telephone support (telephone support on statutory duties is free of charge).

Do you have a specific training requirement for your individual Governing Body or local governing boards within a MAT? We can offer a training package to suit your needs.

Our experienced and dedicated officers can offer expert consultancy across the governance spectrum. We are happy to discuss your individual needs and provide a tailored package that matches your requirements.

These could include:

- Reviews of governance
- Development of governance action plans
- Review of board minutes
- Facilitated self reviews
- Bespoke Training
- Chair and Board mentoring

Annual Conferences

We hold three annual conferences, one for Chairs, Governors and Clerks. This is an opportunity to bring all to a central venue from across the county and beyond. Attendance is free as part of your schools' governor training service level agreement.





Governor Services Package

For the year **April 2021 to March 2022**, there are two options; the inclusive package offering excellent value for money or a pay as you go option.

Best value for money and the most popular package. The package includes:

- New Governor induction training
- Unlimited attendance at any core training session from the published development programme for any member of your governing body
- One free delegate place at any of our annual conferences for clerks, governors and chairs of governors
- Governor Monthly Update
- Reduced cost for e-learning packages
- Relevant and timely email based communication sharing key messages and information from the local authority relevant to the governor role
- An electronic copy of The Governor magazine twice a year
- Basic GovernorHub membership for recording your Board's details to comply with Local Authority statutory duties (formerly met by CPD online).

	Included in a standard package	Pay As You Go (Price available on request)
All core courses in the training package with GV code.	✓	✓
Governor Induction	✓	✓
GovernorHub - Basic package (Free for all local authority maintained schools and academies who purchase the SLA)	✓	✓
Termly District Governor Briefing	✓	✓
Twice Yearly Clerks Briefing	✓	✓
Conferences for: Clerks/Chairs/Governors	For one Governor/Clerk/Chair. Added cost for additional places. KGA Executive members receive one free place per conference.	✓



	Included in a standard package	Pay As You Go (Price available on request)
Membership to the KGA - free to all Governors	✓	✓
Initial Telephone Support - statutory guidance is free of charge.	✓	✓
Governor Monthly Update (Electronic Copy)	✓	✓
The Governor Magazine - twice yearly (Electronic Copy)	✓	✓
GovernorHub Full Package		✓
Access to Learning Link		✓
Access to Modern Governor		✓



Governance Professional Induction Mentoring Programme

- A written minute view assessment of a board meeting agenda and minutes with discussion and best practice support from the findings.
- Record keeping, document management and retention, including using GovernorHub, communication with school email addresses, GDPR and the role of the data protection officer.
- Discussing the various professional development opportunities including the Leading Governance Accredited Development for Clerks programme; clerk's briefings; panels training; academy clerking and the annual clerks' conference.
- Ensuring access to the relevant governance legislation, clerk and governance competency frameworks and governance handbook.



Clerk Mentor	Hours	Price available on request
The role of the clerk – focusing on the core competencies within the clerking competency framework.	2	✓
Agenda preparation and professional minute taking.	2	✓
Minute evaluation, records and retention.	2	✓
Total	6	✓



Governance Professional Induction Mentoring Programme

The Governance Professional Induction Mentoring Programme can be accessed via Governor Services SLA. Please email governorservices@theeducationpeople.org

This programme is spread across three sessions, either one to one or small groups, focusing on three units:

1. The role of the clerk – focusing on the core competencies within the clerking competency framework
2. Agenda preparation and professional minute taking
3. Minute evaluation, records and retention.

Key elements of the programme include:

- Helping the clerk understand their role as the governance professional against their job description, and their role to locate understand and advice on the relevant governance legislation, clerk and governance competency frameworks and Governance Handbook to influence the effectiveness of the board.
- Working through agenda construction, sources of contributory information, construction of minutes - layout, content and challenge, actions. Providing agenda preparation and guide to writing minutes resource booklets.





Bespoke/In-house training courses

Governor Services in house training delivered by Governor Services Team (maximum number of delegates 20, if additional places required please see table below)

- Questions and Challenge
- Monitoring
- Ofsted Preparation
- Packtypes – Getting to know your Board
- Website Workshop
- Self-Evaluation for Good Governance
- Vision and Values
- Understanding
- Governance – Making the Connections

Included in a standard package



Pay As You Go
(Price available on request)



Board Improvement/Review

Membership, Agenda and Minutes Review with recommendations for improvement

Included in a standard package



Pay As You Go
(Price available on request)



GB Observation with feedback and short report with recommendations to improve practice





Board Improvement/Review

Full Review of Governance

- A 2-hour development session held at your school followed by discussion, interviews and examination of a range of school governance documents, resulting in an action plan with recommendations for improvement.
- Final Progress and Impact Review Meeting with follow up actions if required.

Prices available on request.

School Specific Bespoke Review Packages

RI schools (6-12 months prior to inspection)

3 half days

- Review 1 years FGB and 1 years' committee mins
- Collate ERG
- Questionnaire responses in advance
- Review meeting with GB with questionnaire
- Bullet point findings
- Proof read the draft action plan that the GB produces.

Prices available on request.



School Specific Bespoke Review Packages

Good schools (12 months prior to inspection)

2 half days

- Send ERG questionnaire in advance and collate answers
- From response, request evidence to support for areas of concern
- Review evidence
- Hold review meeting
- Bullet point report

Prices
available
on request.

Prices
available
on request.

Outstanding schools (any time after 3 years have passed)

2 half days

- Send ERG questionnaire in advance and collate answers
- From response, request evidence to support for areas of concern
- Review evidence
- Hold review meeting
- Bullet point report

Prices
available
on request.

Prices
available
on request.





School Specific Bespoke Review Packages

A negotiated bespoke governance review commissioned by SIA or GB – appropriate for good and outstanding schools which may have been judged under a former Ofsted framework or as part of a general leadership review

1 day

- Review 1 years FGB minutes
- ERG questionnaire used at FGB meeting.
- Bullet point report on findings
- For GB commissioned as per tailor made bespoke package

Prices
available
on request.

Prices
available
on request.

Commissioned hourly rate work/Bespoke sessions

Hourly rate for Area Governance Officer for chargeable support work (outside of statutory duties)

Prices available on
request.

Prices available on
request.

Bespoke sessions

(delivered in your school on subjects delivered by other KCC and The Education People Teams)

Price
on application
from the relevant
service

Price
on application
from the relevant
service



Commissioned Services for Collaborations

School Specific Bespoke Review Packages	Included in a standard package	Pay As You Go
Minimum cost for 11 and up to 20 people from a single or multiple school/s		
Full day courses (6 hours)	Prices available on request.	Prices available on request.
Half day courses (3 hours)	Prices available on request.	Prices available on request.
Twilight courses (2 hours)	Prices available on request.	Prices available on request.
1 hour sessions (Ideally before an FGB)	Prices available on request.	Prices available on request.



"As a new governor my knowledge and experience of the practical aspects of being a good governor within the current framework. Following this session I will be thinking more widely about the strategy for the GB as well as the school."

"As we are due an Ofsted possibly in July, this session helped me understand more of what was required of the new framework. Our trainer was very good at explaining things and the literature that she gave us was very helpful."

**THE EDUCATION
PEOPLE**

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



Governor Services is a service provided by The Education People.

See our [Term & Conditions](#) for full details.

Contact Us



03000 417 979



[governorservices@
theeducationpeople.org](mailto:governorservices@theeducationpeople.org)

If you choose not to subscribe, governing bodies and clerks are welcome to choose the "pay as you go" option which will include a £30 GovernorHub set up fee for your first booking.

With many thanks for all you do for your school and improving outcomes for children and young people in Kent and beyond. The team looks forward to meeting you at one of our training events in the near future.

Suzanne Mayes
Head of Governor Services