

Governance Professional Service

Terms and conditions for 2024-2025

The following applies to the purchase of clerking services in addition to the standard Norfolk County Council terms and conditions.

Subscription package

The Governance Professional Service aims to provide trained and efficient Governance Professional to a governing board purchasing a package of meetings to ensure that statutory duties are met, meetings are well organised, and governors/members/trustees receive the information they need in good time, thereby allowing them to effectively challenge and support the headteacher and senior management team.

The subscription period runs from 1 April 2024 to 31 March 2025 for Local Authority maintained schools, and 1 September 2024 to 31 August 2025 for Academy schools. A subscription package may be purchased at any time during the subscription period.

The Governance Professional Service will:

- provide training and professional advice to the Governance Professional, including regular briefings. Our team members have built in preparation time to research items and ensure they are prepared for meetings
- provide mentoring for all our Governance Professionals to ensure expectations are delivered including the quality assurance of minutes.
- The process of quality assuring minutes will involve a Supervisory Governance Professional observing a live meeting and reviewing the meeting outputs for development purposes
- provide the Governance Professional with access to reference material and governance updates
- locate a Governance Professional with capacity to clerk for the number of meetings purchased
- provide, wherever possible, cover if the assigned Governance Professional is unable to attend a meeting
- provide an alternative Governance Professional if the assigned Governance Professional is unable to continue their duties
- liaise with the school, chair, and Governance Professional on any changes to the arrangement
- undertake the administrative and payroll functions relating to the recruitment, performance management and employment of the Governance Professional
- complete a DBS check on the service's Governance Professionals when they join the service

The Governance Professional will:

- attend a one-hour courtesy meeting with the chair and headteacher when newly appointed to a school, free of charge. A courtesy meeting will also be offered when there is a change of the board chair
- attend the number of meetings purchased (unless circumstances dictate cover required - see above)

- proactively prepare agendas in consultation with the chair, headteacher / CEO as appropriate at least 14 days before the meeting or in line with the Articles of Association / Scheme of Delegation, if longer
- collate any supporting papers, generated by the school for governing board / trust meetings, and update GovernorHub* with the required documentation at least 7 days before the meeting
- attend the meetings and take accurate notes
- produce effective and accurate minutes within 7 days of the meeting, seek approval of and then publish the draft minutes
- arrange to file copy minutes and associated documentation virtually
- plan dates for governing board meetings throughout the year in collaboration with the governing board, chair and headteacher
- provide guidance and advice on procedural, constitutional, and legal matters and ensure meetings are conducted within the appropriate legal framework
- maintain membership records, record individual governors' attendance and terms of office and ensure GovernorHub* is duly updated
- maintain records of committee membership and their terms of reference whilst ensuring GovernorHub* is updated
- prompt annually for records to be updated in respect of pecuniary & business interests within the governing / trust board / members (in line with contract coverage)
- Add to agendas when statutory policies need to be reviewed by governors / trustees in line with DfE guidelines & the individual school policy review tracker
- respect the confidentiality of governing board proceedings
- attend the Governance Professional Service training and briefing sessions

The school/ governing board will:

- agree with the Governance Professional a suitable time for contact by telephone and email
- respond to Governance Professional's requests and communications in a timely manner, i.e. within 7 days of receipt
- agree and implement administrative procedures with the Governance Professional
- ensure the frequency and duration of meetings are appropriate
- follow protocol and involve the correct people when finalising the published minutes and agreeing any subsequent amendments
- ensure that the Governance Professional is not asked to assume duties (Additional Services***) outside of the agreement, without mutual consent and involvement of the Governance Professional Service. Additional tasks will be charged separately, see below guidance
- be responsible for producing sufficient paper copies of any supporting papers for collation with the agenda as needed and provide an electronic copy to the Governance Professional for placement on GovernorHub*
- provide stationery and photocopying** to the Governance Professional as required
- provide postage facilities and meet postage costs
- provide storage for governing board papers
- ensure that meetings are held at mutually convenient times
- provide meeting rooms with refreshments when appropriate
- provide details of governors / trustees / members

GovernorHub* - access to GovernorHub is not included with any purchase of clerking services.

Photocopying** - Your Governance Professional is unable to photocopy school

policy documents and other reports, which are agenda items at governing board meetings, such documents should be provided to the Governance Professional electronically at least 14 days before the meeting for collation with the agenda. Additional administration*** - The subscription package is specifically tailored around trust/ governing board and committee meeting related administration. However, there could be further duties that a governing board may need, and these can be purchased separately. Examples of additional services include:

- drafting terms of reference for committees
- compiling skills audit documents
- filing and auditing files completed by previous Governance Professionals, not employed by the Governance Professional Service
- ad hoc correspondence
- compiling governor / trustee induction packs

Requests for additional services should be discussed with the Governance Professional Service and arrangements agreed. Approval of the additional time, meetings or services will be required in writing from the chair / Headteacher to the Governance Professional Service in advance of the Governance Professional's pay claim being submitted.

Please contact the Governance Professional Service on 01603 303355 or email governanceprofessionalservice@norfolk.gov.uk if your governing board requires additional support and a bespoke quotation will be provided (a guide to the cost of additional services is included in the pricing structure below).

Please note as the Governance Professional is employed by the Governance Professional Service, they are unable to accept any additional clerking duties for the school on a private basis.

Individual meeting purchase e.g. panels or ad hoc cover

The Governance Professional Service also provides trained and efficient Governance Professionals to support ad hoc meetings (including full governing board, trust, member, interim executive board, improvement board and committees) and panel meetings (including pupil exclusion, complaints, staff grievance, investigation and disciplinary).

Please contact the GPS to arrange for a trained GP to clerk a panel meeting. There is an additional charge for this service. The responsibility for collating and distributing the evidence pack rests primarily within the school either via the school office or designated complaint co-ordinator. However, the GPS can provide a trained GP to complete this task for the school if needed.

For the 2024 – 2025 academic year the cost is as follows:

- First 5 hours i.e., 0 – 5 hours £40 per hour, plus 45p per mile for any travel
- Once over 5 hours and up to 10 hours - £50 per hour, plus 45p per mile for any travel
- All time over 10 hours will be charged at £60 per hour plus 45p per mile for any travel

NB: On the completion of part hours a pro-rata charge will be made, in accordance with the bands detailed above.

Where an individual meeting is purchased the Governance Professional Service will:

- provide a trained Governance Professional for the meeting
- provide, wherever possible, cover if the Governance Professional is unable to attend the meeting
- liaise with the school, Governance Professional and chair of governors / trustees or panel chair on any changes to the arrangement
- provide the Governance Professional with access to guidance and templates

The Governance Professional will:

- have attended appropriate training in respect of ad hoc or panel meetings
- read the distributed paperwork in preparation for the meeting
- welcome and brief the parties attending the meeting
- set the room up appropriately for the meeting
- attend the meeting and take accurate notes
- provide guidance and advice on meeting procedural matters and ensure meetings are conducted within the appropriate legal framework but will defer to specialised professionals when present i.e. HR, Exclusion Officers when appropriate
- respect the confidentiality of the meeting
- produce effective and accurate minutes of the meeting
- produce, get approval for, and distribute required paperwork following the meeting within the designated timeframes relevant to the meeting

The school and chair will:

- agree with the Governance Professional a suitable time for contact by telephone and email
- arrange the venue
- arrange attendance of any panel members****
- respond to the Governance Professional's requests and communications in a timely manner
- be responsible for producing sufficient paper copies of the paperwork in advance of the meeting and post to required parties including the Governance Professional
- provide stationery to the Governance Professional as required such as stamps and headed paper
- provide photocopying

**** If the school cannot identify sufficient panel members, the Governance Service can be called upon to assist.

Additional charges, adjustments, cancellations, and refunds

Where a meeting exceeds the allocated time i.e. 2 hours, an additional charge will become due as set out in the pricing structure below.

In the event of a meeting not taking place, including a meeting not being quorate, or being cancelled within 30 days of the meeting date, the Governance Professional Service will charge for any reasonable expenses, including time spent plus an administration fee of £20.

In the event of an early termination of a subscribing contract by a school, at our discretion, consideration will be given to refunding any unused meetings from the original package minus charges for any introductory meeting expenses including time spent plus an administration fee of £50.

All meetings have to be used within the subscription period, however, where a school requests that a meeting be rescheduled to take place after the expiration of the subscription period, the Governance Professional Service, may in exceptional circumstances, agree to such a request provided that at least six weeks' notice is given prior to the end of the original subscription (subscription period being 1 April 2024 to 31 March 2025 for Local Authority maintained schools, and 1 September 2024 to 31 August 2025 for Academy schools).

Any request or notification of additional charges, adjustments, cancellation, or refund should be made to governanceprofessionalservice@norfolk.gov.uk.

Pricing Structure

Governance Professional Clerking Services	9 Meeting Package	6 Meeting Package	3 Meeting Package	1 Meeting top-up to Package	Pay As You Go
<p>Prices below apply to meetings up to 2 hours. When a meeting exceeds 2 hours an additional charge will apply on a pro rata basis FGB £138.00 (non-subscribers £154.00) per hour Committee £110.50 (non-subscribers £127.00) per hour</p>					
Clerking Full Governing Board, LGB, Trust and IEB meetings	£2434	£1656	£828	£276	£308
Clerking Committee, Member and working party meetings	£1939	£1326	£663	£221	£254
*Clerking Panel Meetings Exclusions/ complaints/ grievances/ disciplinary	N/A	N/A	N/A	N/A	£329
* Arranging and preparing panel meeting evidence packs Administration Administration outside of the activities covered by the meeting packages.	<p>The responsibility for collating and distributing the evidence pack rests primarily with the school. However, the GPS can provide a trained GP to complete this task for the school if needed.</p> <p>For the 2024 – 2025 academic year the cost is as follows:</p> <ul style="list-style-type: none"> • First 5 hours i.e., 0 – 5 hours £40 per hour, plus 45p per mile for any travel • Once over 5 hours and up to 10 hours - £50 per hour, plus 45p per mile for any travel • All time over 10 hours will be charged at £60 per hour plus 45p per mile for any travel <p>NB: On the completion of part hours a pro-rata charge will be made, in accordance with the bands detailed above.</p> <p>Tasks include: Compiling governor induction packs, drafting terms of reference for committees, Ofsted feedback meetings and ad hoc correspondence (see terms of reference for full details). £34.00 per hour plus travel costs</p>				