

# School Governance Advisory Service

- Autumn 2019 and Spring 2020 Terms

## How we will support maintained schools' headteachers, governing bodies and clerks

The School Governance Advisory Service provides professional governance expertise, quality support, guidance and development opportunities to;

- assist headteachers and governors of schools in ensuring their governance arrangements are effective and compliant with statutory regulations;
- strengthen strategic leadership and management roles and
- support high quality clerking practices that will enable effective governance.

**This is delivered through a Service Level Agreement with one governing body.**

### Termly Support for the headteacher, Chair and Clerk to Governors

- **Termly draft agenda:** An advisory letter and comprehensive suggested draft agenda to include recommendations or requirements for action or decision by governors with supporting papers, and an information booklet. This includes legal and procedural requirements, national and local issues in electronic format;
- **Clerk's draft agenda minuting template** with prompts and advice to aid and guide the clerk to governors;
- **Chairs' and Clerks' termly agenda briefing:** A meeting at the beginning of each term to develop knowledge about the termly agenda and the role of the Chair, to share good practice governance and required expectations, and to facilitate networking;
- **Clerk's practical training session** at the start of each term following the Chairs and clerk's briefing to develop clerking competencies and the role of the Clerk.

### School improvement governance: consultancy for the headteacher and Chair and for the clerk, to strengthen leadership and management roles:

- **The headteacher and Chair:** an annual school based visit from the Service Manager, which may also include the clerk to governors, to focus on developing and enabling the effectiveness of the governing body. This will include consideration of how it operates in practice to include school performance monitoring and impact;
- **The clerk to governors:** A one to one meeting with an experienced service clerk to governors, providing advice and support on developing practice and competencies, with email and phone line mentoring;

### Telephone and email advice and support on a wide range of matters affecting governance to include:

- governing body constitution and membership,

- procedures and responsibilities to include terms of reference, legal and procedural obligations;
- governor recruitment including processes for election of parent and staff governors;
- advising on issues related to governors acting outside a Code of practice;
- current governance policy and recommended good practice;
- effective working practices within the governing body/board.

#### **Written advice, guidance and access to documents**

- Access to the Service's area of the Shropshire Learning Gateway providing guidance documents and publications on a range of governance topics including: governance procedures, terms of reference for committees, governor appointment procedures, governor recruitment, federation and collaboration governance, link governor roles; the role of and recruitment of clerk to governors;
- Briefing notes via the Learning & Skills email into schools, communicating information and general guidance updates and actions if advised or required;
- Guidance on headteacher reports to governors

**Governing body development:** providing advice and guidance on a range of matters related to improving governance including:

- induction of new governors;
- policies for governor monitoring visits to school;
- advice and guidance on relevant training and development including working with other governors to share good practice;
- guidance on producing a governing body/board development plan

**Governor Recruitment:** proactive recruitment activity to include

- Progressing the placement of volunteers who register on-line with the Service to be governors;
- Access to website recruitment materials;
- Liaising directly with Local Authority Councillors to enable the LA governor recruitment process

**Discounted standard membership of the National Governance Association (NGA):** access to the independent charity and national organisation that liaises directly with DfE on matters of school governance, providing online information and support, publications and training opportunities.

**In County NGA Development programmes:** liaising with the National Governance Association for them to organise and locally deliver national development programmes at a subsidised rate.

#### **Additional support for those purchasing the Service:**

- **Support for newly appointed headteachers**

Newly appointed headteachers may not have experienced working with governors. This option is to help familiarise the headteacher with the requirements and practicalities of this work.



- **National Governance Association (NGA) – Online Learning Link**

The Service is operating a discounted annual subscription to NGA's online Learning Link at £105 (3 terms) - a flexible e-learning solution to help develop governance skills and knowledge of governors, trustees and clerks, on full range of their responsibilities.

**Additional Support** not listed within the SLA will incur additional fees. Please contact us for advice on charges.

**Support for those not purchasing the Service Level Agreement:**

Ad hoc hours, if available, for advice and support are charged at £50.00 an hour, not including any potential mileage travel charge.

**CPD Courses for Governors:** opportunities are available to help governors to effectively fulfil their roles and responsibilities available through the University Centre Shrewsbury from April 2019

**Is there anything else you need to know?**

By subscribing to the School Governance Advisory Service, headteachers and governors have access to the expertise of staff in the Service and across the Council. Local knowledge, partnership working and active involvement with regional and national networks enable us to provide high quality support and advice.

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