

# GOVERNOR SERVICES

## Contact Details

Vicky Lewendon

Tel: 0118 237 9223

Email: [vicky.lewendon@wokingham.gov.uk](mailto:vicky.lewendon@wokingham.gov.uk)

## Overview

These services represent the training, guidance and support available to governors to enable them to keep up to date and be effective in their role. Schools choosing not to subscribe to the traded service package will only have access to the core provision covering statutory matters, but will be able to attend training and briefings by paying an additional charge on a pay as you go basis.

## Core Provision

DESCRIPTION	MAINTAINED SCHOOLS COST PER UNIT	ACADEMY/FREE SCHOOLS
<ul style="list-style-type: none"><li>• Email and Telephone Support</li><li>• First point of contact with the Council for school governors.</li><li>• Provision of statutory advice and guidance through termly Governor's Digests sent to all governors via clerks.</li><li>• Statutory advice provided to clerks to governors. Provision and co-ordination of statutory information on governance matters including policy advice.</li><li>• Attendance for Chair of Governors at Chairs Briefing and Safeguarding Governor at Safeguarding Governor Forum</li><li>• Monitoring governing board proceedings and offering advice and support as required</li><li>• Provision of advice on governor election procedures. Assisting schools in identifying other appropriate sources of information or advice.</li></ul>	Non Chargeable	Included as part of Silver and Gold Traded Offer
<ul style="list-style-type: none"><li>• Governor Database</li><li>• Maintenance of a database of school governors and monitoring vacancy information.</li><li>• Preparation of Instruments of Government.</li></ul>	Non Chargeable	Included as part of Silver and Gold Traded Offer
<ul style="list-style-type: none"><li>• Recruitment of Governors - Administration of procedures for the appointment of LA governors and liaison with other appointing bodies.</li></ul>	Non Chargeable	Included as part of Silver and Gold Traded Offer

<ul style="list-style-type: none"> <li>Assistance in recruitment of governors, including advice, materials, etc. and promotion of governance within the community.</li> </ul>		
<ul style="list-style-type: none"> <li>Head teacher Recruitment - Ensuring governing boards fulfil their statutory duties in relation to the appointment of head teachers.</li> </ul>	Non Chargeable	Pay as you go cost of £2000 (primary) £2500 (secondary)

## Chargeable Provision

### MAINTAINED SCHOOLS

DESCRIPTION	CHARGES
<p><b>Governing Body Training</b></p> <ul style="list-style-type: none"> <li>Entitlement to free unlimited access to the broad range of training sessions in the training programme, for governors and clerks to governing boards.</li> <li>Provision of induction materials for all new governors and clerks to governors</li> <li>Entitlement to unlimited access to E Learning governor training packages.</li> </ul> <p><b>Full Governing Body Training</b> - Entitlement to one in-house session on request at no additional cost. These will be tailored to meet specific needs of each governing board, wherever possible.</p> <p><b>Briefings/Forums</b> Entitlement to attend all briefings including:</p> <ul style="list-style-type: none"> <li>termly forums for clerks to governing boards.</li> <li>forum for development governors.</li> <li>forum for health and safety governors</li> <li>forum for SEN governors.</li> </ul> <p><b>Support for governors</b></p> <ul style="list-style-type: none"> <li>Provision of confidential guidance and support to governing boards and clerks to governing boards</li> <li>Entitlement to a one to one meeting for the chair of governors to provide specific support and advice.</li> </ul>	<p><b>Maintained Schools</b> Total cost for all of the traded service is £1300</p>

## ACADEMY SCHOOLS

DESCRIPTION	CHARGES
<p><b>Governing Body Training</b></p> <ul style="list-style-type: none"> <li>Entitlement to free unlimited access to the broad range of training sessions in the training programme, for governors and clerks to governing boards.</li> <li>Provision of induction materials for all new governors and clerks to governors</li> <li>Entitlement to unlimited access to E Learning governor training packages.</li> </ul> <p><b>Full Governing Body Training</b> - Entitlement to one in-house session on request at a reduced rate of £300. These will be tailored to meet specific needs of each governing board, wherever possible.</p> <p><b>Briefings/Forums</b> Entitlement to attend all briefings including:</p> <ul style="list-style-type: none"> <li>termly briefings for chairs of governors</li> <li>termly forums for clerks to governing boards.</li> <li>forum for development governors.</li> <li>forum for health and safety governors</li> <li>forum for SEN governors.</li> <li>forum for safeguarding governors.</li> </ul> <p><b>Support for governors</b></p> <ul style="list-style-type: none"> <li>Provision of confidential guidance and support to governing boards and clerks to governing boards</li> <li>Entitlement to a one to one meeting for the chair of governors to provide specific support and advice.</li> </ul>	<p><b>(Gold Service)</b> Total cost for this level of traded service is <b>£1650</b></p> <p>(15% discount for each school in a Multi Academy Trust of between 2-5 schools if at least 2 schools in the Trust buy our traded service).</p> <p>(20% discount for each school in a Multi Academy Trust of 6 or more schools if 4 schools buy our traded service).</p> <p>(25% discount if 6 schools buy our traded service or all schools within a Trust).</p> <p><b>(Discounts are only available for Gold service)</b></p>
<p><b>Governing Body Training</b></p> <ul style="list-style-type: none"> <li>Entitlement for 2 new governors to attend New Governors Induction training</li> <li>Entitlement for new clerk induction with ongoing support for clerks</li> </ul> <p><b>Briefings/Forums</b> Entitlement to attend all briefings including:</p> <ul style="list-style-type: none"> <li>termly briefings for chairs of governors</li> <li>termly forums for clerks to governing boards.</li> <li>forum for development governors.</li> <li>forum for health and safety governors</li> <li>forum for SEN governors.</li> <li>forum for safeguarding governors.</li> </ul> <p><b>Support for governors</b></p> <ul style="list-style-type: none"> <li>Termly Digest (provides statutory and local information to support governing boards for the term ahead).</li> <li>Provision of confidential guidance and support to governing boards and clerks to governing boards</li> </ul>	<p><b>Academies Schools (Silver package)</b> Total cost for this level of traded service is <b>£1200</b></p>

<p><b>Briefings/Forums</b> Entitlement to attend all briefings including:</p> <ul style="list-style-type: none"> <li>• termly briefings for chairs of governors</li> <li>• termly forums for clerks to governing boards.</li> <li>• forum for health and safety governors</li> <li>• forum for SEN governors.</li> <li>• forum for safeguarding governors.</li> </ul> <p><b>Support for governors</b></p> <ul style="list-style-type: none"> <li>• Termly Digest (provides statutory and local information to support governing boards for the term ahead)</li> <li>• Provision of confidential guidance to the chair and clerks to governing boards.</li> </ul>	<p><b>Academies (Bronze package)</b> Total cost for this level of traded service is <b>£750</b></p>
<p><b>Multi Academy Trustee support</b></p> <ul style="list-style-type: none"> <li>• Entitlement for Chair of Trustees to attend termly Chairs Briefing</li> <li>• Entitlement for Clerk to Trustees to attend termly Clerks Forum</li> <li>• Termly Digest (provides statutory and local information to support governing boards for the term ahead)</li> <li>• Provision of confidential guidance to the Clerk to Trustees.</li> </ul>	<p><b>Trustee support</b> Total cost for this level of traded service is <b>£550</b></p>

#### NON-SUBSCRIBING SCHOOLS

<p><b>For Schools who do not subscribe to the traded offer, attending training is available on a pay as you go basis.</b></p>	
<p><b>Governor Body Training – Pay as you go Basis</b></p>	
<p>One Evening course (up to 2 hours in duration)</p>	<p>£150</p>
<p>New Governors Induction Training (over 2 evenings or one day)</p>	<p>£340</p>
<p>Briefings/Forums</p>	<p>£90</p>
<p>Whole Governing Body Training Session (up to a 2 hour session) <i>This could include a bespoke session on Ofsted</i></p>	<p>£500</p>
<p>Whole Governing Body Training Session (up to a 4 hour session) – <i>this could include a new governors induction training session across a MAT.</i></p>	<p>£750</p>