



# Section 2

## Services to Governing Bodies

# Governor Support and Training

The **Governor Support and Training (GSTU)** runs a comprehensive training and development programme for school governing bodies and school management. You will buy into a high quality service provided by experienced professionals who aim to meet the needs of individual governors and governing bodies in Haringey. The focus of this service is on school improvement and particularly governors' strategic and critical friend roles.

## Benefits to Your School

- Support for the leadership and management of your school including helping your governing body to fulfil their statutory responsibilities
- A training programme developed specifically for Haringey governors by Haringey governors
- Joint training opportunities allowing your school governors to train with other governors across the borough, as well as alongside school and local authority professionals

## Service Features

We provide school governors with access to a central/school-based training and development programme, which is determined on a termly basis to take into account new Government initiatives, statutory requirements and governor demands.

Subscription on behalf of the school and its governing body includes:

- a free Governors' Handbook for each governor written especially for Haringey governors
- unlimited access to central training that offers an accessible menu of generic and skills-specific governor training
- unlimited free places at the Annual Governors' Conference
- access to the GSTU website that includes exemplar models of school policies, documents and a wide range of briefing papers
- daytime Helpline Service (Monday to Thursday 9am-5pm, Friday 9am-4pm) offering advice on all governance matters
- subscription to the independent Haringey Governors' Association (HGA)
- Two school-based whole governing body training sessions

## Guarantees

- Competitive prices
- Quality Assurance, in terms of commitment to:
  - Standards in the quality of service e.g. returning calls within 24 hours
  - Flexible training/development relevant to governors' specific needs
  - Where appropriate opportunities to gain professional qualifications
  - Quality and timeliness of information, advice and guidance provided

## Price

Infant / Junior / Special Schools	£807
Nursery Schools / Children's Centres	£807
Education Support Centres	£807
Primary Schools / Federations	£1,040
Secondary Schools / Sixth Form Centre	£1,382

## Contract of Service

The SLA and/or contract will be provided by the Council and will be agreed and signed by both parties prior to the service being taken up. The SLA will detail the expectations of both parties. In the event that either party would like to cancel the service, no less than one term's notice period should be given.

The GSTU will provide all the features of the service outlined above and ensure each training session is led by an expert trainer and is planned to:

- outline responsibilities of the governing body and the role of governors
- enable governors to be actively involved, with opportunities to share ideas and ask questions
- provide support materials

There will be an expectation that your school will ensure:

- that governors book on courses well ahead of time
- that adequate notice is given (where possible) for cancellation of bookings
- the maximum attendance and co-operation of governors

## Additional Information

You can buy additional school based training sessions over and above the service offer at an extra cost of £235 per two-hour session.

For an additional charge we can carry out a pre-review/audit check with respect to school governance in the event of a forthcoming school audit or Ofsted Inspection.

Joint school or cluster school training within Children's Networks can also be arranged, as can the purchase of individual services for governors for the small number of schools who have not bought into the service.

## Contact Details

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# Governing Body Clerking Services

The **Governor Support and Training Unit (GSTU)** offer a high quality clerking service for your governing body and provide a clerk who can give you specific advice on procedural matters as well as supporting the efficiency and effectiveness of your governing body.

## Benefits to Your School

- A personalised clerking service – tailor-made to meet the individual governance model for your particular type of school/educational setting
- The services of a trained clerk who is able to advise on governance matters and procedures
- Access to specialist clerking services e.g. grievance/disciplinary/exclusion hearings
- A competitively priced service that provides excellent value for money

## Service Features

We offer a clerking service based on the clerk attending a number of full governing body or committee meetings per year.

A fully trained clerk will provide your school with a service.

They will:

- attend all the termly Clerks' briefing sessions and liaise with the GSTU to maintain an up-to-date understanding of issues affecting school governors
- prepare draft agendas for approval of the Chair and/or Headteacher
- prepare draft minutes for approval of the Chair and/or Headteacher and distribute at least seven days before the meeting
- maintain the official minute books, which will be housed in the school
- maintain accurate records of membership and attendance, reporting to governors and the LA/Diocese as required
- in collaboration with the Chair, assist with any necessary action, to fill any vacancy
- administer correspondence on the appointment and removal of governors

## Clerks' Training and Support

All schools who subscribe to the **Clerking Service** will receive this training and support free of charge.

## The service includes:

- a copy of the Governors' Handbook
- access to Clerks' termly training/briefing sessions with an opportunity to meet clerks working within and outside Haringey, to share good practice and advice
- an invitation to the Annual Clerks' Away Day
- access to the GSTU website including a specially written webpage for clerks
- a Daytime Clerking Helpline Service offering professional advice on all governance matters
- a wide range of briefing papers for clerks
- access to the governor training and development programme

## Guarantees

- A trained clerk to attend all your governing body and/or committee meetings, who is able to support governors to fulfil their statutory responsibilities and advise on governance and procedural matters
- A flexible clerking service that can be tailor-made to meet individual governing body needs
- Quality of service provided in terms of accuracy and timeliness of minutes that provide evidence to demonstrate governance effectiveness

## Price

This service can be purchased as a package of 3, 6, 9 or 12 meetings per year and are offered on an annual subscription basis.

Charges are:	Secondary schools	Other schools
3 meetings per year	£1,035	£937
6 meetings per year	£2,070	£1,873
9 meetings per year	£2,900	£2,588
12 meetings per year	£3,726	£3,312
Clerks' Training and Support Service	£336	£336

## Contract of Service

The SLA and/or contract will be provided by the Council and will be agreed and signed by both parties prior to the service being taken up. The SLA will detail the expectations of both parties. In the event that either party would like to cancel the service, no less than one term's notice period should be given.

## The Governing Body Clerking Service will ensure the clerk will:

- attend LA termly clerks' briefing sessions and liaise with the GSTU to maintain an up-to-date understanding of issues affecting school governors
- prepare draft agendas for approval of the Chair/Headteacher
- attend governing body meetings as agreed to take an accurate record and provide independent advice on procedural matters. In the event of disagreement as to the accuracy of the record, the clerk will seek the governing body's decision on how the matter should be recorded
- issue agendas and reports to governors, the LA and the school improvement adviser not less than seven days prior to meetings. Papers will be sent to all governors
- provide draft minutes for approval of Chair/Headteacher within 15 working days of meeting
- distribute draft minutes to governors at least seven days before the next meeting, after their approval by Chair/Headteacher
- send draft minutes to the GSTU, who shall hold them on behalf of the local authority
- maintain official minute books, housed in the school
- maintain accurate records of membership and attendance, reporting to governors and the LA/Diocese as required
- conduct correspondence on the removal of governors
- clerk meetings after 10.00pm with prior agreement of the governing body to provide safe transport home as necessary
- receive management support and training provided by the GSTU

## The school will ensure:

- that adequate notice is given (where possible) for cancellation of meetings
- the attendance and co-operation of governors and members of staff
- they provide appropriate access to relevant information and systems

## Additional Information

Schools can purchase additional clerking services for full governing body, pupil discipline, staffing discipline and governing body committee meetings.

## Contact Details

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