

Cumbria Clerking Advisory Service

Tomorrow's success depends upon today's performance

Are you experiencing difficulty recruiting a clerk to your governing body?

**How effective is your governing body?
Would an evaluative "health check" be beneficial?**

**If the answer is "Yes" to any of these questions then
Cumbria Clerking Advisory Service is the service for you.**

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www.cumbriaclerkingadvisoryservice.weebly.com

Cumbria Clerking Advisory Service

Service protocol 2016-2017

Welcome to Cumbria Clerking Advisory Service, a unique service provided by someone with many years' experience working for and with governing bodies in Cumbria.

“A governing body can only be truly effective when it has an effective clerk in post”

The Department for Education (DfE) recognises that the clerk to governing bodies is a key contributor to the effectiveness of the governing body. A fully effective clerk to governors can support governing bodies in meeting their statutory obligations. The clerk is the person responsible for providing procedural and legislative advice, administrative and organisational support both in and outside meetings to ensure the governing body works in accordance with the legal framework.

Qualities of an effective clerk

Planning and preparation skills:

- Planning an annual timetable
- Preparing for meetings including reading and noting/understanding all agenda papers and researching answers to potential questions or issues that may arise from the papers

Understanding legislation and regulations:

- Familiarity with the main regulations is essential, especially the Governors' Guide to the Law. Clerks are not expected to know legislation in depth but should know what legislation exists and how to access it or signpost governors to it.

Confidence, competence and intervention:

- Not afraid to intervene at meetings, to keep governors on track and ensure they are acting within the legal framework

Continued professional development:

- Prepared to reflect on personal performance to identify gaps in knowledge and skills

Understanding educational concepts, theory and practice:

- Keeping up to date with current best practice and developments within educational delivery and environments

Good communication/relationships:

- Building trust, networking, effective communication and listening skills

Reliability:

- Reliable, trustworthy and good time keeping

Ability to carry out research:

- Using various sources such as media and the internet

Service provision for the clerking service, principal accountabilities

The following service is provided to all governing bodies registering with Cumbria Clerking Advisory Service for the contracted number of full governing body and committee meetings per year.

For all meetings

- Prepare an agenda, with the chair and headteacher, that takes account of national and local government issues (and church authority issues), and is focused on school improvement
- Encourage the headteacher and others to produce agenda papers which are submitted on time for circulation
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting
- Record the attendance of governors at the meeting and take appropriate action re: absences
- Take notes of the governing body meetings to prepare minutes, including indicating who is responsible for any agreed action
- Record all decisions accurately and objectively with timescales for actions
- Send drafts of minutes to the chair and headteacher for amendment/approval by the chair
- Copy and circulate the approved draft minutes to all governors within the timescale agreed with the governing body
- Advise absent governors of the date of the next meeting
- Keep a minute book, or file of signed minutes, as an archive record
- Liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting
- Chair the governing body meeting during the election of the chair

Membership

- Retain a copy of the Instrument of Government or Articles of Association
- Maintain a database of names, addresses and category of governing body members, and their term of office
- Inform the Local Authority of changes of membership and of post holders
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office
- Advise governors and appointing bodies of expiry of the term of office before the term expires, so elections or appointments can be organised in a timely manner
- Inform the governing body of any changes to its membership
- Maintain governors meeting attendance records and advise the governing body of non-attendance of governors
- Advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school
- Ensure that all governors, including new governors and re-appointees, complete a self-declaration form and that the school submit forms to the Local Authority for checking against the Disclosure and Barring Service list, for governors to be cleared to carry out their duties
- Assist with the elections of parent and staff governors
- Maintain copies of current terms of reference and membership of committee and working parties and nominated governors
- Maintain a file of relevant DfE and LA documents

Advice and information

- Ensure that new governors are informed how to access the DfE 'Governors Handbook, (formally known as the Governors Guide to the Law)'
- Keep up to date with current educational developments and legislation affecting school governance
- Ensure that statutory policies are in place, and that a file is kept in the school of policies and other documents approved by the governing body
- Access appropriate legal advice, support and guidance when necessary
- Advise the governing body on procedural issues
- Follow the governing body's agreed policy, provide/arrange support for new governors

- Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees

Hours and payment for the clerking service

It is the view of Cumbria Clerking Advisory Service that for a clerk to be effective and fulfil all the advisory responsibilities as well as the administrative tasks, a minimum of 120 hours is required. The clerk will be paid for up to 120 hours per financial year, April to March. The hours will be spent:

- Supporting and advising the governing body in carrying out its duties and responsibilities
- Clerking all full governing body meetings
- Clerking an agreed number of committee meetings
- Record keeping and management of paperwork
- Legislative and procedural research to support the governing body
- Assisting the school in the election and induction of parent and staff governors

Please note

- Schools are expected to meet the cost of the clerk's stationery, photocopying and postage (when applicable) as this will vary according to the amount of paper work generated for each governing body. However, the onus is on the clerk to arrange for the copying and circulating of agendas and minutes of meetings in whichever format the governing body agrees upon.
- The clerk is paid travel expenses to cover "to and from school" mileage at 45p per mile; however, if the clerk incurs additional mileage e.g. if a meeting is deferred because it is not quorate, the school should reimburse the cost of travel to the clerk.
- Where the clerk attends a governing body meeting that is not quorate, 50% of the normal charge will be levied.
- In cases of urgency the Chair can ask for a governing body meeting to be arranged at short notice. Three members of the governing body can ask for a governing body meeting to be convened at any time subject to the rules on notices. It is the duty of the Clerk to arrange such a meeting as soon as practicable. In such circumstances the governing body meeting may be classed as an additional meeting and therefore the appropriate charges made; otherwise it will be deemed to be one of the contracted full governing body meetings.
- Complaints Review Panels, Pupil Discipline Committees, Staff Dismissal Committees or Staff Dismissal Appeals Committees are not provided under the clerking service, but are regarded as "additional" meetings and charged as such.
- Committee meetings arranged for the same day as a governing body meeting will be classed as individual meetings.
- Governing bodies are reminded that it is a legal requirement for them to appoint a clerk for any committee that has delegated functions. The headteacher cannot act as clerk to a committee with delegated functions but a governor can.
- Cessation of contract is by either party giving a terms notice.

Cumbria Clerking Advisory Service	Tariff 2016 – 2017
Full Governing Body meetings / per meeting (inclusive of preparation of agenda, distribution of agenda and associated paperwork, taking and producing minutes, general record keeping, investigating developments and regulation procedures) (e.g. Governing Body meetings x 6 per annum = 6 x £250 =£1,500)	£250
Committee meetings / per meeting (inclusive of preparation of agenda, distribution of agenda and associated paperwork, taking and producing minutes) (e.g. Committee meetings x 6 per annum = 6 x £175 = £1,050)	£175
One off setup fee – this will enable the clerk to audit and set up all the required files and governing body documentation.	£150
The clerking for further full governing body meetings, committee meetings or other meetings can be arranged by mutual agreement between the Clerk and the governing body and debited on an ad hoc basis.	£ 50 per hour
Health check to evaluate governing body effectiveness – half day rate	£300

N.B. Charges are based on full governing body meetings lasting no longer than three hours and committee meetings lasting no longer than two hours. The right to charge for additional hours is reserved.

Health check provision

Cumbria Clerking Advisory Service (CCAS) offers the service whereby a meeting is arranged with the clerk to the governing body in order to check that all statutory requirements are in place and running effectively. Advice on good practice is offered to enable governing bodies become more effective practitioners, adding value to the leadership and management framework of the school.

Checks will include:

- Constitution of the governing body
- Terms of reference for committees
- Statutory policy check
- Self - evaluation toolkit for the governing body

For further information on how a health check could prove beneficial to your governing body, please contact CCAS directly.

The provision of an advisory service, which is accessible through landline telephone or by email, is available Monday to Friday 09.00 – 16.30. Answerphone in operation when out of office

Cumbria Clerking Advisory Service	Tariff for advisory service per annum 2016 – 2017
School number on roll 1 – 99 pupils	£250
School number on roll 100 -199 pupils	£325
School number on roll 200 – 299 pupils	£400
School number on roll 300+ pupils	£475

To discuss a tailored package for your schools needs please contact CCAS for more information

Application to Cumbria Clerking Advisory Service

PLEASE PRINT CLEARLY USING BLOCK CAPITALS

GOVERNING BODY OF

SCHOOL

Wish to subscribe to the services of CCAS

SCHOOL DfE NUMBER

THE GOVERNING BODY WOULD LIKE THE FOLLOWING TO BE CLERKED:

_____ (Number of) governing body meetings annually

_____ (Number of) committee meetings annually – please list which committees

-
-
-

Governing body meetings are usually held on a

at

(time)

The next Governing Body meeting is scheduled for

Advisory package required: No. pupils on roll

Tariff £

Signed

Position

Print name

Date

Contact telephone number

Contact email

Payment will be by **INVOICE**

Please return to:

Cumbria Clerking Advisory Service (CCAS)

Email: ccas1@btinternet.com

Post: 34 Beaver Road, Belle Vue, Carlisle, Cumbria, CA2 7PS

Tel: 07887 426958 CCAS available Monday – Friday 09.00 – 16.30 (or on voicemail when not in office)

Website: www.cumbriaclerkingadvisoryservice.weebly.com