



## The Clerking Service – for Leicestershire Schools

The DCSF regard the role of the clerk as crucial to governing body effectiveness. The Clerking Service is committed to providing an efficient and effective administration support service to governing bodies. The Clerk to Governors has a central role in providing procedural, administrative and organisational support to governing bodies.

The clerk is a valuable source of advice on procedural matters at meetings and can advise on issues that need to be discussed at meetings, helping to ensure that the governing body meets its statutory duties. All clerks employed by the Service are trained, regularly briefed on new developments and current issues and the quality of their work is rigorously monitored.

### What the Service Provider Will Do

We will provide:

- An appointed clerk to your governing body;
- A replacement if he/she is unable to attend or continue for any reason;
- Support for your governing body – to include procedural/regulatory advice, liaison with chair of governors/headteacher to prepare and circulate agenda within legal timescale and collation and circulation of supporting papers electronically;
- All administrative processes for the preparation and distribution of agendas, minutes and supporting papers for governing body meetings (including printing and postage);
- Meeting preparation, including taking advice and gathering of information;
- Advice on appropriate procedures;
- Advice on committee structures and terms of reference;
- Advice on termly and annual timetables relevant to your governing body;
- Advice on legal documents such as the 'Instrument of Government and The School Governance (Procedures) (England) Regulations 2003';
- Minutes in your preferred format and management of follow-up work, including correspondence within ten working days of the relevant meeting;
- A point of contact for governors, headteachers and principals that can provide advice and contacts on specific issues.

We are able to provide paper copies for those governors who cannot receive information electronically. Charges for copies made by the Clerking Service will be £5.00 per governor per meeting.

## Price of the Service

	Full Year (6 meetings)	Additional Meetings (per meeting)
All Schools	£1,100	£200

Additional meetings may include: full governing body, committees, exclusion and parental complaint hearings. If you do not wish to opt for the full Clerking Service, you can purchase support on a 'Pay As You Go' basis as required at a cost of £250 per meeting. Examples of meetings may include: full governing body meetings, committee meetings, exclusion and parental complaint hearings. A meeting duration is defined as no more than 3 hours. Meetings exceeding 3 hours duration will incur an additional charge of £90 per hour.

If you are expecting to have more than 6 meetings in the year please contact The Clerking Service before 28<sup>th</sup> May 2010 to discuss an extended SLA.

## Contact Information

For further information regarding any services provided by the Leadership and Governance Team or if you are interested in taking out an SLA please contact:

The Clerking Service

Email: [clerking@northamptonshire.gov.uk](mailto:clerking@northamptonshire.gov.uk)