

Area	Service					
<p><b>The Service</b></p>	<p>School Business Partner provides a high-quality professional clerking service for school governing boards (LA and Academy) in the Sheffield City Region (Sheffield, Rotherham, Doncaster, Barnsley, NE Derbyshire, North Notts).</p> <p>The role of ‘Clerk to the Governing Board’ is a critical one in terms of keeping the governing board compliant with regulatory requirements and functioning effectively in order to drive school improvement.</p> <p><i>‘High quality professional clerking is crucial to the effective functioning of the board. The clerk should be the boards’ ‘governance professional’. Their role is not only about good and effective organisation and administration, but also, and more importantly, about helping the board understand its role, functions and legal duties and supporting the chair to enable and facilitate strategic debate and decision making. This is crucial in helping the board exercise its functions expediently and confidently, so that it can stay focused on its core functions.’</i> Governance Handbook 2020 – Department for Education</p> <p>All of our clerks have been recruited in compliance with safer recruitment guidelines and have a current enhanced DBS certificate. Clerks will also have completed training in Safeguarding, Prevent, and FGM at an appropriate level for the role. The work of the clerks is quality assured by School Business Partner with all agendas, minutes and governing board business supervised and checked. Our clerks access regular briefings and updates on governance matters.</p> <p>School Business Partner can offer other services outside of the governance space. Contact us for further details.</p>					
<p><b>Options</b></p>	<p><b>Core Service</b></p> <p>This includes the following: -</p> <ul style="list-style-type: none"> <li>* Attendance at <b>all</b> scheduled full governing body, sub-committee meetings and appeals.</li> <li>* Taking, preparing and circulating minutes of meetings.</li> <li>* Drafting, agreeing, circulating meeting agendas and supporting papers.</li> <li>* Amending and recirculating agendas and minutes where required.</li> <li>* Advice relating to governance procedure, regulations and good practice.</li> </ul> <p>Governing Boards are invited to choose one of the following core packages: -</p> <table border="1" data-bbox="347 1823 1489 2022"> <tr> <td data-bbox="347 1823 1489 1861"><b>CORE 18 Package:</b> - £2,956 per year</td> </tr> <tr> <td data-bbox="347 1861 1489 1899">Governing boards which hold up to 18 governing board meetings per academic year</td> </tr> <tr> <td data-bbox="347 1899 1489 1937"> </td> </tr> <tr> <td data-bbox="347 1937 1489 1975"><b>CORE 15 Package:</b> - £2,507 per year</td> </tr> <tr> <td data-bbox="347 1975 1489 2013">Governing boards which hold up to 15 governing board meetings per academic year</td> </tr> </table>	<b>CORE 18 Package:</b> - £2,956 per year	Governing boards which hold up to 18 governing board meetings per academic year		<b>CORE 15 Package:</b> - £2,507 per year	Governing boards which hold up to 15 governing board meetings per academic year
<b>CORE 18 Package:</b> - £2,956 per year						
Governing boards which hold up to 18 governing board meetings per academic year						
<b>CORE 15 Package:</b> - £2,507 per year						
Governing boards which hold up to 15 governing board meetings per academic year						

**CORE 12 Package:** - £2060 per year

Governing boards which hold up to 12 governing board meetings per academic year

**CORE 9 Package:** - £1,612 per year

Governing boards which hold up to 9 governing board meetings per academic year

**CORE 6 Package:** - £1,168 per year

Governing boards which hold up to 6 governing body meetings per academic year

**CORE 3 Package:** - £773 per year

Governing boards which hold up to 3 governing body meetings per academic year

N.B. To help us deliver a consistent quality service, it is a condition of this agreement that our clerks will attend **all of your scheduled governing board meetings**.

Governing boards are invited to choose one or more of the following additional services.

*Please note if you are not asking School Business Partner to provide these additional services for your school you will need to make alternative arrangements as these are **compulsory elements of running a governing board**.*

**Administration Services**

1. Record keeping – production, updating and publishing (where required) the following documents: - £940 per governing board per year.

An annual governing board work schedule (meetings, school visits)  
 Terms of Reference documents for the governing board and its committees  
 Schedule of school policies for approval each year by the governing board –  
**NB – we do not write, amend or hold/store your school policy documents.**  
 Maintaining an electronic governor file  
 Annual record of governor attendance  
 Governor terms of office record  
 Updating of Getting Information About Schools (GIAS)  
 Governor annual register of business interests  
 Schedule of individual governor roles and responsibilities  
 Governing Board Skills Audit  
 Record of training and development undertaken by governors.  
 Review of Instrument of governance  
 Administrative support for complaints

2. Presentation 'An Introduction to School Governance' - aimed at new governors £132 per presentation.
3. Company Secretary (Academies Only) - £245 per trust  
 Co-ordinating annual meeting of trust members  
 Liaison with Companies House – filing of annual accounts, assurance statement, advising of changes to board constitution.  
 Maintaining Scheme of Delegation documents

	<p>4. Administrative support for panels (PX, HR appeals) - £30 per hour</p> <p>Schools which have signed up to one of the core packages can purchase additional clerking (above the entitlement in the annual contract) at - £250 per meeting, plus travel expenses at 45p per mile.</p> <p>* Please note that V.A.T. will NOT be added to these charges *</p> <p>** These charges are calculated based upon governing board meetings of up to 2 hours **</p> <p>** School Business Partner reserves the right to make a supplementary charge should the meetings regularly exceed 2 hours in duration **</p>
<b>Payment Terms</b>	<p>Schools will be invoiced in 3 termly instalments, at the start of each term. Payment terms 30 days net of the date on the invoice.</p> <p>The agreement will run from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026.</p>
<b>Notice and Cancellation</b>	<p><b>Cancellation of this contract</b></p> <p>The school and/or School Business Partner may cancel this contract by giving at least 12 weeks' notice in writing.</p>
<b>School Requirements</b>	<p>School will need to provide: -</p> <p>A school IT network account for the clerk – e.g. Office 365, Google</p> <p>Access to a school photocopier</p> <p>A list of the full year governance meetings (including committees) in advance.</p> <p>Our clerks work mainly on a face-to-face basis. Where meetings are held virtually or are of a hybrid nature school must ensure that suitable equipment is deployed within school which enables clear communications. Your IT provider will be able to support in this area.</p>
<b>School Business Partner</b>	<p>Started by Andrew Blench, former School Business Manager of Dinnington High School, in September 2016. The aim is to partner with schools in the Yorkshire, Derbyshire, Nottinghamshire, Lincolnshire and Greater Manchester areas. Helping you to achieve greater efficiency, maximise income, reduce risks and be effective in the business operations of your school.</p>

**ORDER FORM**

SCHOOL NAME -

SCHOOL ADDRESS & CONTACT DETAILS

CORE SERVICE – PLEASE SELECT ONE

CORE 18 @ £2,956 PER YEAR

CORE 15 @ £2,507 PER YEAR

CORE 12 @ £2,060 PER YEAR

CORE 9 @ £1,612 PER YEAR

CORE 6 @ £1,168 PER YEAR

CORE 3 @ £773 PER YEAR

ADMINISTRATIVE SERVICES – PLEASE SELECT ALL THAT APPLY

RECORD KEEPING @ £940 PER YEAR

AN INTRODUCTION TO SCHOOL GOVERNANCE @ £132 PER PRESENTATION

COMPANY SECRETARY @ £245 PER YEAR

ADMIN SUPPORT FOR PANELS @ £30 PER HOUR

I DO NOT WISH TO PURCHASE ANY ADDITIONAL SERVICES

**Chair of Governing Board**

**Head teacher**

Signature

Signature

Name

Name

Date

Date