**![Text

Description automatically generated]()**

**Primary Clerking Service**

**Service Level Agreement 2021/2022**

**Service**

School Governance Solutions will assist the governing body in meeting its statutory duties through the provision of advice and guidance on governance issues and by managing the administration of governing body meetings.

**Services Available**

There are two levels of service available; Standard and Premium. However SGS allows the flexibility of purchasing extras to both services.

**Standard Service**

Provides governing bodies with an officer who will perform the role of clerk to the governors. The officer will:

* Convene and clerk up to a maximum of 6 full governing body meetings per academic year.
* Convene and clerk any Staff Disciplinary and Dismissals/Staff Disciplinary and Dismissals Appeals Committees (There will be an additional charge for shorthand minute taking and transcribing).
* Convene and clerk any Grievance/Grievance Appeals Committees (There will be an additional charge for shorthand minute taking and transcribing).
* Convene and clerk any Pupil Discipline and Exclusion Committees.

The Standard Service also includes the following:

* Advice and guidance on governance matters
* Updating of the following:
  + Attendance records
  + Committee membership
  + Terms of reference and delegation
  + Register of interests
  + Procedures

Optional clerking services can be purchased for extra committee meetings. This will be charged at £80 per meeting.

Optional hourly administration services can be purchased at £20 per hour.

Optional clerking services can be purchased to clerk any investigations prior to any disciplinary or grievance matters at £20 per hour.

Preparation and distribution of documentation prior to any hearing will be charged on a per pack basis.

**Premium Service**

Provides governing bodies with an officer who will perform the role of clerk to the governors. The officer will:

* Convene and clerk up to a maximum of 6 full governing body meetings per academic year.
* Convene and clerk any Staff Disciplinary and Dismissals/Staff Disciplinary and Dismissals Appeals Committees (There will be an additional charge for shorthand minute taking and transcribing).
* Convene and clerk any Grievance/Grievance Appeals Committees (There will be an additional charge for shorthand minute taking and transcribing).
* Convene and clerk any Pupil Discipline and Exclusion Committees.
* Convene and clerk a Pay Review Committee .
* **Convene and clerk any of the following committee meetings up to a maximum of 6 per financial year:**
  + Complaints Committee
  + Staffing Committee
  + Finance Committee
  + Data/Standards Committee
  + Health & Safety Committee

Clerking services can be purchased for extra committee meetings. This will be charged at £80 per meeting.

The Premium Service also includes the following:

* Advice and guidance on governance matters
* Maintaining the following:
  + Attendance records
  + Committee membership
  + Terms of reference and delegation
  + Register of interests
  + Procedures and policies
  + Monitor and advise governors of mandatory training requirements
  + Collate and support governors with completion of the new National Governing Body Self-Evaluation Framework.

Hourly administration services can be purchased at £20 per hour.

Clerking services can be purchased to clerk investigations prior to any disciplinary or grievance matters at £20 per hour.

Preparation and distribution of documentation prior to any hearing will be charged on a per pack basis.

**Service Availability**

Telephone Support: 9am to 5pm Monday to Friday

Email Support: monitored 9am to 5pm Monday to Friday

We Will:

* Circulate agendas and papers seven days in advance of the meeting
* Provide a set of accurate minutes to all governors, subject to ratification
* Provide advice and guidance on school governance procedural matters
* Liaise with the Local Authority to deliver the Corporate Director’s Report to governors
* Liaise with Human Resources to organise Staff Disciplinary and Dismissals/Appeals and Grievance/Grievance Appeals

To help us meet these service standards, the school will need to:

* Provide a copy of the Headteacher’s report at least 7 days in advance of the termly meeting
* Provide in advance, minutes of any committee meetings not clerked by SGS for ratification at the termly meetings.
* Provide SGS with any agenda items at least 7 days in advance of the termly meeting
* Provide relevant papers 7 days in advance for any committee meetings

School Governance Solutions provides guarantees in relation to the technical and organisational security measures governing the processing of any data on behalf of the school as required under the Data Protection Act 1998 (e.g. the processing of personal data).

**Policy Review Service**

As an addition we are now offering a Policy Review Service. This includes a member of the team visiting your school to audit all statutory policies, documents and other school policies to ensure the compliance of the governing body.

Once complete, we will present you with a timetable to monitor the review of all policies to ensure they are considered by the full governing body within the recommended timescales. We will also remind you prior to a termly meeting which policies require consideration.