**![Text

Description automatically generated]()Secondary School   
Service Level Agreement 2021/2022**

**Objective**

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.

**SERVICE**

The 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 Committees/Staff Disciplinary and Dismissals Appeals Committees.
  + Convene and clerk any Grievance Committees/Grievance Appeals Committees.
  + Convene and clerk any Pupil Discipline and Exclusions Committee
  + Convene and clerk up to 12 other committee meetings per academic year.

The Service also includes the following:

* Advice and guidance for governing bodies and updating the following;
  + Attendance records
  + Committee membership
  + Terms of reference and delegation
  + The register of interests
  + Procedures and policies
  + Monitor and advise governors of mandatory training requirements
  + Collate and support governors on completion of the National Governing Body Self-Evaluation Framework if required.
* Optional clerking services can be purchased for extra committee meetings. This will be charged at £80 per meeting.
* Optional admin services can be purchased at £20 per hour.
* Optional clerking services can be purchased to clerk any investigations/interviews for disciplinary or grievance matters at £20 per hour.
* Optional clerking services can be purchased to prepare and distribute documentation prior to any investigation hearing.

**SERVICE AVAILABILITY**

Telephone Support: 9:00am to 5:00pm Monday to Friday

Email Support: monitored 9:00am to 5:00pm 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 their report to governors

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

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

To ensure the effective delivery of the service, the Service Level Agreement will be reviewed annually. This will allow for any suggestions for improvements to be taken on board.

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).