Governor Services
Service Level Agreement

April 2014 – March 2015

Feedback quotes:
- The course exceeded my expectations
- Clear overview of governor expectations
- Good group involvement
- Clear, thorough presentation
- Was interesting, entertaining and focused
- Clear presentation with enough time for discussion
- Clarification of roles

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Governor Services

Training and Development Package Options
April 2014 - March 2015

Governors are expected to have vision, be ambitious, and set high expectations for the pupils in their care. There is a continuing national focus on governing bodies becoming more ‘professional’ in their practice, evident both in the current OFSTED framework where governance is judged as part of the leadership and management function, and in the proposed changes to governance legislation driving ‘smaller skills based’ membership. OFSTED reports make specific comments about the effectiveness of the governing body, and can include an instruction for an ‘external review of governance’ where performance is judged to ‘require improvement’. Inspectors make reference to governor training undertaken and how this has enabled the governing body to operate more effectively.

It is fundamental therefore that governing bodies annually review their performance, assess their skills, and develop a plan for appropriate professional development. In order to be successful each governor needs to fully understand the range of their responsibilities (including Chair, Vice Chair and Clerking roles) and be provided with opportunities to develop appropriate skills and experience to perform well. Overall the governing body should demonstrate a balanced range of members with expertise to carry out their roles in developing vision, setting strategic direction, making sure money is well spent, and holding their school to account for a good quality education for all of its pupils.

KCC is committed to support good governance in all Kent schools including academies, trust and free schools. The Governor Services team is responsible for delivering both the LA’s statutory responsibilities to governing bodies for schools funded by the Local Authority, as well as traded services under a Service Level Agreement (SLA) for training and development, additional support programmes, and professional clerking.

In consultation with headteachers, a new School Improvement SLA is being offered to Kent schools from September 2014 which includes a system of ‘credits’ which headteachers can then choose to spend on a menu of mainly operational activities. The menu includes a small range of additional governance services, such as an external review, monitoring of governing body minutes, and observation and feedback of a governing body meeting. These services will also be available to the governing body under our existing SLA arrangements.

The Governor Training SLA will remain as an agreement purchased direct by the governing body itself through EDUKENT and includes:-

- A countywide programme of training and development sessions for governors, Chairs and clerks with a focus on developing essential skills
- Online E-learning programmes
- Subscription to a printed copy of ‘The Governor’ publication issued 3 times each year featuring key information, articles and case studies to improve practice
- Relevant and timely email based communication sharing key messages and information from the local authority relevant to the governor role
- Annual conferences for Chairs of Governors, Clerks, and Governors

For the year April 2014 to March 2015, there is a choice of two packages as detailed below.
Package 1

Best value for money and the most popular package. As well as 1 place at each of the annual conferences for Governors, Chairs and Clerks, the package includes

- A copy of ‘The Governor’ sent direct to each governor (and clerk) on your governing body 3 times each year
- Relevant and timely email based communication sharing key messages and information from the local authority relevant to the governor role
- New Governor, Chair and Clerk induction training
- Unlimited attendance at any core training session from the published programme for any member of your governing body.
- Additional places at annual conferences charged at £75 person

Costs for the year April 2014 to March 2015

<table>
<thead>
<tr>
<th>Small schools with less than 100 pupils</th>
<th>£200</th>
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</table>
| All other schools                      | £200 for the first 100 pupils  
                                         | £1.30 per pupil thereafter |
| Annual conference for governors, clerks and chairs | First place free, additional delegates £75 each |

At an Additional Cost for governing bodies purchasing package 1

<table>
<thead>
<tr>
<th>A 2 hour In-house session (delivered in your school) from a list of available topics published in the training and development programme</th>
<th>£200 per session</th>
</tr>
</thead>
</table>
| Online E-Learning Modules- GEL                                               | £75 (per governing body)  
                                                                                  (This is an LA package discounted price. If you choose to buy direct through GEL, the cost will be £150) |
| Online E-Learning Modules– Modern Governor                                   | £100 (per governing body)  
                                                                                  (This is an LA package discounted price. If you choose to buy direct through Modern Governor, the cost will be £299) |
| **Monitoring of Governing Body minutes**                                      | £800  
                                                                                  (This can also be purchased using Schools Improvement SLA credits)  
                                                                                  This may be limited to schools where we are already engaged in governor improvement activities dependent on demand |
| **External Review of Governance**                                            | £800  
                                                                                  (This can also be purchased using School |
school followed by discussion, interviews and examination of a range of school governance documents, resulting in a formal report with recommendations, and an action plan for improvement. (2 days work)

**Improvement SLA credits**

This may be limited to schools where we are already engaged in governor improvement activities dependent on demand

<table>
<thead>
<tr>
<th><strong>Governing Body Meeting Observation</strong></th>
<th><strong>£400</strong></th>
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<tbody>
<tr>
<td>Attendance at a full GB meeting resulting in a short report with recommendations to improve practice (1 day)</td>
<td><strong>(This can also be purchased using School Improvement SLA credits)</strong></td>
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<tr>
<td></td>
<td><strong>This may be limited to schools where we are already engaged in governor improvement activities dependent on demand</strong></td>
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**Package 2**

A pay as you go service allowing you to customise to your requirements from the following:

- A copy of ‘The Governor’ sent direct to each governor on your governing body 3 times each year
- Relevant and timely email based communication sharing key messages and information from the local authority relevant to the governor role
- Governor, chair or Clerk induction training
- Any core training session from the published programme
- Annual conferences for governors, chairs and the clerks
- In-house session (delivered in your school) from a list of available topics published in the training and development programme
- Online E-Learning in the comfort of your own home using either Governor E-Learning (GEL) or Modern Governor modules across a variety of topics

**Costs for the year April 2014 to March 2015**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>The Governor &amp; GovernorMail communications</td>
<td>£105 per governing body (annual sub)</td>
</tr>
<tr>
<td>Any core course</td>
<td>£75 per delegate</td>
</tr>
<tr>
<td>Conference or whole day session</td>
<td>£170 per delegate</td>
</tr>
<tr>
<td>In-house session (delivered in your school) from a list of available topics published in the training and development programme</td>
<td>£300</td>
</tr>
<tr>
<td>Online E-Learning Modules- GEL</td>
<td>£100 (per governing body) (LA discounted price – direct through GEL = £150)</td>
</tr>
<tr>
<td>Online E-learning Modules– Modern Governor</td>
<td>£150 (per governing body) (LA discounted price – direct through Modern Governor - £299)</td>
</tr>
<tr>
<td>Monitoring of Governing Body minutes. Review of a full year of governing body papers and minutes, with feedback to the</td>
<td>£1200</td>
</tr>
<tr>
<td></td>
<td><strong>(This can also be purchased using School Improvement SLA credits)</strong></td>
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</tbody>
</table>
governing body as a tool to assess the impact of the governing body activities (2 days work)  | Improvement SLA credits)  
| This may be limited to schools where we are already engaged in governor improvement activities.

### External Review of Governance
A 2 hour development session held at your school followed by discussion, interviews and examination of a range of school governance documents, resulting in a formal report with recommendations, and an action plan for improvement. (2 days work)

**£1200**  
(This can also be purchased using School Improvement SLA credits)

This may be limited to schools where we are already engaged in governor improvement activities dependent on demand

### Governing Body Meeting Observation
Attendance at a full GB meeting resulting in a short report with recommendations to improve practice (1 day)

**£600**  
(This can also be purchased using School Improvement SLA credits)

This may be limited to schools where we are already engaged in governor improvement activities dependent on demand

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**National College for Teaching and Leadership - Development Programmes**

National College Development Programmes and workshops are delivered under license by Hampshire County Council. Kent along with other South East Coordinator of Governor Services are delivery partners of Hampshire County Council.

Details and costs of programmes and how to book can be accessed on our KELSI web pages. The Chairs Development Programme currently attract a bursary towards their cost. Currently the workshops have been funded by the National College and offered fee to all governors.

The National College Development Programmes that we offer:-
- The National College Development Programme for Chairs and Aspiring Chairs
- The National College Development Programme for clerks (expected September 2014)

The National College Training workshops that we offer:-
- Understanding and using performance related pay (PRP)
- Understanding and using RAISEonline to improve school outcomes
- Improving financial efficiencies in school