

School Governance Support SLA via CPD at University Centre Shrewsbury – 2022 to 2024

Support for maintained schools' headteachers, governing bodies and clerks

Through a CPD offer to maintained schools, the provision of professional governance expertise, quality support, guidance and development opportunities are available to:

- assist headteachers and governors of schools in ensuring their governance arrangements are effective and compliant with statutory regulations
- strengthen strategic leadership and management roles and
- support high quality clerking practices to enable effective governance.

The following is delivered via a 2 year Service level Agreement (SLA) which applies to one governing body, the Chair and Clerk and the school's headteacher.

Termly Support for the headteacher, Chair and Clerk to Governors

- **Termly draft agenda:** An advisory letter and comprehensive suggested draft agenda to include recommendations or requirements for action or decision by governors with supporting papers, and an information booklet. This includes legal and procedural requirements, national and local issues in electronic format.
- **Clerks' draft agenda minuting template** with prompts and advice to aid and guide the clerk to governors.
- **Chairs' and Clerks' termly agenda briefing:** A meeting at the beginning of each term to develop knowledge about the termly agenda and the role of the Chair, to share good practice governance and required expectations, and to facilitate networking.
- **Half term briefing:** A meeting before or after a school half term holiday to provide updates and topical briefing for governors and clerks.

Telephone and email advice and support matters affecting governance to include:

- governing body constitution and membership
- procedures and responsibilities to include terms of reference, legal and procedural obligations
- governor recruitment, including processes for election of parent and staff governors
- advising on issues related to governors acting outside a Code of Practice
- current governance policy and recommended good practice
- effective working practices within the governing body/board.

Written advice, guidance and access to documents

- Access to the Governor Services' area of the Shropshire Learning Gateway providing guidance documents and publications on a range of governance topics including: governance procedures, terms of reference for committees, governor appointment procedures, governor recruitment, federation and collaboration governance, link governor roles; the role of and recruitment of clerk to governors.
- Briefing notes via the Council's Learning & Skills email into schools, communicating information and general guidance updates and actions if advised or required.

Training and Development via CPD at University Centre Shrewsbury (UCS):

- **Discounted standard membership of the National Governance Association (NGA):** Access to the independent charity and national organisation that liaises directly with DfE on matters of school governance, providing an online information website, weekly bulletins, support, publications and training opportunities.
- **NEW: Discounted subscription to NGA online learning “Learning Link”:** E-learning for governors, chairs and governance professionals (clerks) to develop their governance skills and knowledge. This is a flexible cpd tool for use individually as a governing body or in committee groups.

A demonstration is available at [Learning online with Learning Link](#)

The significantly discounted subscription fee is included in the SLA charge as when divided by an average size governing body of 14, the NGA fee equates to approximately £5 per governor per year! 50 governance cpd modules are aligned to NGA’s knowledge centre to support governors and clerks in the following areas - Structures, Roles and Responsibilities, Good Governance, Vision, Ethos and Strategic Direction, Clerking, Pupil Success and Wellbeing, Stakeholder Engagement, Staffing, Finance, Compliance, MATs.

- **Access to courses for governors and clerks:** a range of key courses delivered by subject specialists to support governance through a termly event brochure, published by UCS
- **NGA Development programmes:** liaising with the National Governance Association (NGA) for them to deliver national development programmes to governors and clerks at a subsidised rate.

Subscription Charge: per Governing Body

- **£1,658 invoiced in each financial year at £829.**

The school is signing up to the service for 2 financial years. £829 will be paid in each financial year 2022-23 and 2023-24.

To receive this CPD offer and support:

Please return your completed, signed proforma below by email/scan to:

p.welsh@chester.ac.uk or post to Pam Welsh, University Centre Shrewsbury, Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ **by no later than Friday 25 March 2022**

Book onto the Summer Term Chairs’ and Clerks’ Briefing session via the University Centre Shrewsbury (UCS) **CPD portal** at: <https://cpd.ucshrewsbury.ac.uk/catalogue/>

Contact name	Sue Round – Service Manager
Telephone	01743 254532
Email	sue.round@shropshire.gov.uk

School Governance Support SLA via CPD at University Centre Shrewsbury – 2022 to 2024

Name of school:

Signed on behalf of school:

Please print name:

Position:

Date:

Name of Clerk to Governors at the school stated above (please print):

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Clerk to sign to agree documentation and information provided through this service agreement will be for the sole use of the one school governing body stated above.

Signature:

Please print name:

Date:

	✓ please tick
Subscription to School Governance Support via UCS: £1,658 fee includes annual subscription to NGA e-learning and standard membership subscription to NGA for 2 years. (The school will be invoiced in each financial year 2022-23 and 2023-24 at £829).	

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