



# Shropshire Church of England Academies Trust

## SERVICE LEVEL AGREEMENT OFFER FOR CLERKING OF GOVERNING BODY MEETINGS 2024-2025

(Formerly the offer from The Trinity Federation)

**The importance of professional clerking for a school governing body has never been greater. Schools have been given increased freedoms and greater accountability and the government has recognised that the contribution professional clerking can make to effective governance of schools is very significant. Shropshire Church of England Academies Trust can offer a comprehensive clerking service to your governing body.**

The purpose of the clerk's role is to:

- *Provide advice to the governing body on governance, constitutional and procedural matters.*
- *Provide effective administrative support to the governing body and its committees.*
- *Ensure the governing body is properly constituted.*
- *Manage information effectively in accordance with legal requirements.*

**NGA website 2019**

**The following Service Level Agreement carries an annual charge.**

### OUR OFFER TO SCHOOLS

**Through our clerking SLA we will provide the following;**

A termly draft agenda provided by the clerk and any necessary supporting information.

Book all FGB meetings for the year ahead (subject to change by agreement).

Agenda and supporting papers circulated through Governor Hub\* to all FGB members (at least 10 days in advance of FGB meetings) which will ensure GDPR compliance.

Professional clerking of 3 Full Governing Body meetings per year (each meeting being up to 3 hours). We fit to your way of working and offer the flexibility of either in-person clerking or remote clerking through Microsoft Teams for each meeting.

Circulation of typed draft minutes to Chair and HT via Governor Hub within 7 days of FGB meeting (to be ratified at the next FGB meeting).

A professional and well-trained clerk. The clerk will undertake appropriate and regular training and development to maintain his/her knowledge of current educational developments and legislation affecting school governance.

**Governor support:** An email and telephone point of contact for advice and support in matters of governance for the school leader and Chair of Governors.

Administrative and payroll functions relating to the recruitment and employment of the clerk to governors (including enhanced DBS check carried out for your clerk).

**Access to Governor Hub site (included in annual charge):** The website provides quick and easy access to key sources of information, news and useful resources as well as a private discussion space for your governing body with a shared calendar and room to upload and store all of your documents for meetings. The site is GDPR compliant. The clerking service also have their own pages and news where you can keep up to date, find answers to questions or source training when you need it.

**Access to The Key for School Governors ‘Governor Hub Knowledge’ (\*optional at an additional cost):** Governor Hub is a part of The Key Group family of products. In response to requests from schools currently using our service, our offer for 2025/26 financial year continues to include the option to also purchase ‘Governor Hub Knowledge’ alongside Governor Hub. As an approved reseller, SCEAT can offer this at a reduced rate to schools who subscribe to our clerking service when compared to the cost of a single school purchasing this.

**Your obligations to us and penalties.**

To provide to your clerk, any necessary paperwork as follows;

- Papers (confirmed agenda, HT report, supporting papers) should be emailed to the clerk or uploaded directly to Governor Hub no later than 10 working days before the date of the meeting. ***The service reserves the right to levy a late charge (of up to £40) to cover additional staff hours where the school supplies paperwork after the specified deadline.***
- Promptly confirm, or advise of necessary changes, to the draft minutes sent to HT and CoG.
- Raise any issues you have with any aspect of the clerking service promptly so that we can resolve your concerns.
- To inform the service when a governors’ meeting has been cancelled. ***The service reserves the right to levy a cancellation charge (£50) where either; the clerk has attended the meeting and the meeting has been inquorate or the service has not been given appropriate notification (at least 3 working days) of the meeting being cancelled.***
- To ensure that governors’ meetings do not exceed 3 hours. ***Meetings lasting longer than 3 hours will be charged at £38 per additional hour (or part of hour)***
- Please inform you clerk as soon as possible if plans need to change, for example, when a planned face-to-face meeting needs to move on-line.

Staff delivering this service		
Mrs Claire Gaskin	iCEO, Shropshire Church of England Academies Trust	Leadership of service as set out in our agreement with schools. Governor advice and support for FGB/LGB.

Mrs Erica Skidmore, Mrs Judith Trevor, Mrs Jennifer Brown, Mrs Michelle Millington.	Clerks to FGBs	Delivery of clerking service
Mrs Rebecca Dyke	Schools' Business Manager with responsibility for admin support to clerks	Admin support to clerking service
Contact: Mrs Claire Gaskin*	Experienced training providers	Trainers available to deliver bespoke governor training (additional cost).

## COSTS:

For a full year 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 to include all above services including GovernorHub.

**£1,101**

For a full year 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 to include all above services including GovernorHub and a subscription to The Key for Governors 'Governor Hub Knowledge'.

**£1,479**

## ADDITIONAL SERVICES:

A range of additional services to the Governing Body are available. These services are bespoke to your school and are charged separately to the SLA. **Price on application.**

- \*Training. We have access to a number of experienced governor trainers who can offer a range of training to your governing body including new governor training, effectiveness of governing bodies, and HT Performance Management to name but a few! Training costs can be significantly reduced when shared between a group of schools.
- Clerking of regular committee meetings by arrangement (subject to clerk's availability) and charged at £132 per meeting (max 2 hours) plus clerk's mileage.
- Clerking of committees which do not meet regularly (such as a complaints committee, exclusion hearing) are charged at a base rate of £132 (which includes up to 2 hours clerking of the meeting) plus an additional charge will be made for the *actual* hours worked by the clerk in preparing for the meeting including time spent coordinating the meeting arrangements and preparing meeting papers and circulating necessary paperwork following the meeting.
- Additional Full Governing Body Meeting are charged at £249

Membership of National Governance Association (NGA) is recommended and can be arranged by individual schools at [www.nga.org.uk](http://www.nga.org.uk) or set up by the clerk on behalf of your FGB (subject to hourly rates) although much of the national information regarding governance will come through Governor Hub's news feed.

### Find out more:

For an initial, no obligation conversation contact Mrs Rebecca Dyke, Schools' Business Manager, 01746 763455 [rebecca.dyke@stmarysbc.co.uk](mailto:rebecca.dyke@stmarysbc.co.uk)

If you know of anyone who is interested in becoming a clerk to a governing body, we would really like to hear from them. As our service is expanding to include more schools, we are currently looking for prospective clerks with previous clerking experience, so feel free to pass on our contact details. In addition, if you know of any local school who might be interested in purchasing our clerking service do let them know of us!

## Shropshire Church of England Academies Trust



(Formerly the service from The Trinity Federation)

### SERVICE LEVEL AGREEMENT FOR GOVERNOR SUPPORT & CLERKING OF GOVERNING BODY MEETINGS 2025-26

Name of School:	
Address:	
Telephone number:	
Email address for contact regarding this SLA:	
Name of Headteacher:	
Name of Chair of Governors:	

Service:	Charge:
Comprehensive clerking package from 1 <sup>st</sup> April 2025 – 31 <sup>st</sup> March 2026 <b>(including access to GovernorHub only)</b>	<b>£1,101</b>
Comprehensive clerking package from 1 <sup>st</sup> April 2025 – 31 <sup>st</sup> March 2026 <b>(including access to Governor Hub AND 'Governor Hub Knowledge')</b>	<b>£1,479</b>

I can confirm that ..... (insert name of school) wishes to purchase the clerking offer outlined in the SLA document for the financial year 2025/26.

I acknowledge that the school will be invoiced for the full cost of this agreement at the beginning of the SLA.

Signed on behalf of the school:	Position:
Name:	Date:

Please return your completed form to: Mrs Rebecca Dyke, Schools' Business Manager, [Rebecca.Dyke@stmarysbc.co.uk](mailto:Rebecca.Dyke@stmarysbc.co.uk) by the end of the Spring term