

Appendix - School Governance Team Support & Training Package

Schedule of Service Provision and Costs 2018-19 - 1 September 2018 – 31 August 2019

	Subscribing Schools and Academies	Cambs Pay as You Use Schools and Academies	External Customers
TRAINING PROVISION			
Unlimited attendance at training courses featured in the Governance Training Programme for governors, associate members and clerks.			
Two hour course	✓	£170	£340
Half day course	✓	£230	£420
Termly Governance Briefings	✓	£170	£340
Termly Clerks' Briefings	✓	£170	£340
Annual Governance Conference (half day)	✓	£250	£400
Access to online learning modules	✓	£260	N/A
Copy of termly 'Training Matters' newsletter	✓	✓	N/A
Governing Body Development Sessions (in-house training session):			
Two hour session	£200	£520	£750
Half day session	£500	£1,000	£1,500
Safer Recruitment training (half day)	£40	£230	£420
School staff who are not governors and Peterborough and Norfolk governors	£105	£260	£420
Safer Recruitment Refresher	£30	£175	£345
School staff who are not governors and Peterborough and Norfolk governors	£70	£210	£345
NGA Leading Governance: Development for Chairs Programme	N/A	N/A	N/A
NGA Leading Governance: Development for Clerks Programme	£79	£79	N/A
Accredited Clerk Qualification for clerks of academies and maintained schools	£500	£700	£900

	Subscribing Schools and Academies	Cambs Pay as You Use Schools and Academies	External Customers
GOVERNANCE ADVICE & SUPPORT			
A telephone and email help-line for legislative and other enquiries	✓	£550	N/A
Preparation of Instruments of Government (maintained schools only)	✓	✓	N/A
Administration and advice on LA governor appointment process	✓	✓	N/A
Advice and guidance on governor recruitment	✓	£265	£525
Welcome email for new governors/clerks	✓	✓	N/A
Membership of the Learn Together Hub to join the Cambridgeshire School Governance Hub and access governance resources including our suite of Governor Guidance Notes	✓	£525	£1,050
Copy of our termly 'Governance Issues for Consideration' document	✓	✓	£525
Access to Headteacher recruitment and selection guidance and materials (including Primary Adviser support for maintained schools)	✓	✓	£525
Support for chairs of governors (including new chairs)	✓	£500	£1000
Support for clerks to governors (including new clerks)	✓	£500	£1000
Support for headteachers on working effectively with governing bodies (including new headteachers)	✓	£500	£1000
Support with governing body self-evaluation	✓	£500	£1000
External Review of Governance (including impact evaluation)	£1000	£1,300	£1,500
Governance Consultation	£400	£600	£1000

Maintained schools, academies and local governing bodies	
<p>Charge for School Governance Team Support and Training Package 2018-19</p> <p>£66 per governor, headteacher and clerk. Schools with a Camclerk are not charged for the clerk.</p>	<p>For Maintained Schools the subscription amount will be calculated on the school's Instrument of Government (and the clerk) in force on 1 September. If a maintained school reconstitutes during the year the charges will remain the same, and will not be re-calculated. If a maintained school converts to an academy partway through the year the school will be contacted as an academy to see if they wish to continue subscribing to the service.</p> <p>For Academies/Local Governing Bodies the subscription amount will be calculated based on the number of local governors as outlined in the Articles of Association/Scheme of Delegation (and the clerk).</p>

CAMCLERKS CLERKING SERVICE

Camclerks Service (April 2018 – March 2019)	Subscribing Schools	Camclerks Service (April 2018 – March 2019)	Cams Pay as you Use Schools
Annual Subscription	£1,650	Cost of clerking cover for a Full GB or committee meeting (emergency cover)	£275
Cost of each additional meeting	£140	Specialist clerking – clerking a high level meeting (eg staff dismissal, pupil exclusion, complaints) - subject to availability of a Camclerk	Charged at an hourly rate of £40 – minimum charge of six hours
Specialist clerking – clerking a high level meeting (eg staff dismissal, pupil exclusion, complaints) - subject to availability of a Camclerk	Charged at an hourly rate of £35 – minimum charge of six hours		

Governor Information

In order for the School Governance Team to provide a good service to schools, the Clerk should provide relevant governor information. Examples include the provision of data about governor vacancies; the composition of governing bodies; the terms of office and appointment details of individual governors. The list is not exhaustive but highlights the main elements of information required when providing a governor development and support service to schools. We will ensure that requests for information are kept to the minimum.

Multi-Academy Trusts

Please note that we welcome the opportunity to discuss bespoke packages to suit the needs of individual MATs.

Reciprocal Arrangements

Subscribing Cambridgeshire schools have unlimited access to courses provided by Peterborough and Norfolk Governor Services. This reciprocal arrangement does not apply to Cambridgeshire schools that subscribe to Peterborough or Norfolk Governor Services.

Please note that if governors book on training using these reciprocal arrangements and they cancel or fail to attend, they may be subject to a cancellation charge from the LA holding the session.

Course Cancellation

- If a course attracts low numbers, we reserve the right to cancel the course. However, we will contact participants and suggest alternative options
- Cancellation fees will be waived if an Ofsted Inspection is due on the day of the course
- There will be no fee for cancellation where more than 7 days' notice is given
- Schools will be invoiced directly for any cancellation fee

Course Cancellation Fees for Pay as You Go Schools

There will be a fee of £100 or the actual cost if higher, where no notice of cancellation is given and a governor does not attend for a place booked.

Course Cancellation Fees for Subscribing Schools

There will be a fee of £100 or the actual cost if higher, where no notice of cancellation is given and a governor does not attend for a place booked on a course that is over-subscribed.

Governing Body Development Session (In-House Training Session) Cancellation or Postponement

Any cost we incur as a result of postponement or cancellation will be charged to the school in full.

Payment Arrangements

Maintained schools subscribing to the service will receive an invoice in the autumn term to cover the summer term 2018, autumn term 2018 and spring term 2019. Academies subscribing to the service will receive an invoice in the autumn term to cover the autumn term 2018, spring and summer terms 2019. Invoices for any pay-as-you-use services to schools will be generated by the Service on a termly basis. Each invoice should be paid within 30 days.