

# School Improvement Offer

The School Governance Team  
Cambridgeshire County Council



## **Content**

This document links directly to the Primary School Improvement Offer and provides a detailed breakdown of elements 9 & 10. Additionally included is a full schedule of charges for all related and ancillary costs associated with the package that may be incurred during the academic year.

## **Meet the Team**

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## **Element 9 – Head Teacher Recruitment**

### **Summary**

The Local Authority has purchased a Leadership recruitment licence with MyNewTerm. This is a holistic recruitment platform specifically designed for the Education sector. Many schools and other education settings already utilise the system and have their own licences for recruitment. The offer allows schools to outsource the administration of their leadership recruitment reducing the burden on school staff and ensuring Local Authority support throughout the process.

### **The Offer**

- To host a recruitment landing page for each institution that purchases the offer using photos and text provided by the school.
- To advertise and promote leadership vacancies in order to attract high quality candidates for Cambridgeshire Schools.
- Support schools with shortlisting, providing anonymised applications to be reviewed by the appointed panel.
- To maintain contact with candidates passing on all relevant information and answering queries prior to and after interviews.
- To collect references for candidates, invite to interview and share with the panel in advance of recruitment.
- Where any recruitment is unsuccessful there will be no further charge for going out to advert again for the same role.

### **COST**

One off payment that can be done as needed as vacancies arise throughout the year.

£600

### **Contact**

[school.governance@cambridgeshire.gov.uk](mailto:school.governance@cambridgeshire.gov.uk)

## **Element 10a – Governance Professional/Clerking support**

### **Providing professional administrative and advisory support to your governing body**

Governance Professionals play a crucial role in ensuring the effective functioning of the governors and trustees in schools, federations, academies and trusts by facilitating communication, maintaining accurate records, and ensuring compliance with statutory requirements and best practices.

Our Camclerks Service features:

- Full administrative support from a Cambridgeshire Governance professional, including minutes, agendas, online storage platform access and organisation and compliance work (see below for full details).
- The option to have committees clerked as well as FGB/LGBs.
- In depth advice and guidance from a Cambridgeshire Governance professional.
- For new establishments to the service, facilitation of an initial meeting between the Governance Professional, Headteacher and Chair of Governors.
- Oversight and quality assurance from a Senior Clerk.
- Guaranteed locum cover for all meetings, if your usual clerk cannot attend.
- A dedicated programme of CPD and relevant updates for all Camclerks.
- Consistent standards and a strong appraisal system.

### **YOUR GOVERNANCE PROFESSIONAL/CLERK WILL:**

Assist in the organisation and co-ordination of governing body meetings, including preparing agendas, circulating relevant documents, and recording minutes.

Ensure that all necessary paperwork and information are available to governors in a timely manner, enabling informed decision-making.

Maintain accurate records of the governing body's activities, including minutes of meetings, attendance records, and correspondence. These records serve as an essential historical reference and evidence of the governing body's decision-making processes, that are available as public records and for statutory inspection processes.

Ensure that the governing body operates within legal frameworks, regulations, and statutory requirements.

Keep the governing body informed of any changes in legislation that may impact school governance and advise on compliance matters to ensure the effective and lawful operation of the school.

Provide professional advice and guidance to the governing body on procedural matters, governance structures, and best practices.

Help governors understand their roles and responsibilities, provide information on relevant policies and guidelines, and support the governing body in making informed decisions that align with educational objectives.



Undertake professional development to ensure advice and knowledge is up-to-date and skills continually improve.

Act as a central point of contact between the governing body, school leadership, staff, parents, and external stakeholders.

Facilitate effective communication channels, disseminate information, and ensure that relevant stakeholders are kept informed about governance matters and decisions.

Support the continuous development of governors by directing to appropriate training and development opportunities.

Keep governors updated on emerging educational policies and practices, helping them enhance their skills and knowledge to fulfil their roles effectively.

Support the Governing Body in key functions including:

- the annual election of the Chair of Governors
- the communication of key messages and sector updates on behalf of the Local Authority
- the compliance of governance aspects of the school website, aligned with DfE statutory expectations
- the election of parent and staff governors
- co-ordinating and leading panel meetings

Work in a way that promotes the safety and well-being of children and young people/vulnerable adults.

### **THE SCHOOL GOVERNANCE TEAM WILL:**

- Provide regular training and guidance for all clerks, and mentoring for new clerks
- Provide a Senior Clerk as a point of contact for any feedback, and to undertake quality assurance.
- Commit to supply a locum clerk in the event that a regular clerk is unable to attend. Any locum cover will be virtual unless otherwise informed. In the unlikely event that a clerk cannot be provided, establishments will not be charged for the meeting.
- Undertake all appraisal and accountability relating to clerks, holding them to the agreed Standards documentation.
- Expect Camclerks to adapt their essential services to each individual establishment within reason.

The School Governance Team reserves the right to charge a flat fee (see below) in the case of cancelled or rearranged meetings, where less than 5 full working days' notice is given.

Cancellation: £100

Rearrangement £50

Clerks are contractually obliged to provide one month's notice of resignation. Where this happens mid-academic year, the School Governance Team will provide locum cover for all meetings until the end of the academic year. We recognise the challenges this can present to governing bodies and will always look for the best solutions for establishments, within the capacity of the Service.

**ESTABLISHMENTS (Schools, Federations, Academies, Trusts) WILL:**

- Provide all meeting dates for the academic year by the end of July 2024
- Offer the School Governance Team a minimum of half a term's notice of structural governance changes (eg: changing to a new model of governance, altering committee structure, changing the quantity of meetings)
- Contact a Senior Clerk regarding any issues with the Camclerk's performance
- Commit to a returning termly feedback to be considered within the appraisal cycle
- Not ask clerks to undertake appraisal meetings with Chairs or groups of governors – this is done via the School Governance Team.

Full terms and conditions available on request

**COST**

Basic Package of 6 meetings £2,100

Additional Full Board/committee £245 per meeting

Specialist clerking £50 per hour (minimum of 6 hrs)

## **Element 10b Governance Advice & Training**

### **Summary**

The Advice & Training offer is designed to provide comprehensive support to Governing Bodies across Cambridgeshire ensuring access to high quality advice and training as needed by schools and settings across the County.

### **Offer**

- Access to a Governance Adviser for both School Leaders and Governors for advice and support any school governance issues that might arise throughout the year including but not limited to: Strategic direction, governor impact, monitoring, complaints, governor roles, governor recruitment and any other ad hoc queries.
- Unlimited access for all governors (including the Headteacher & Clerk) to over 25 training courses delivered both virtually and in person.
- Access to NGA Learning Link online E-learning modules that cover the full spectrum of Governor Training on demand.
- Regular school governance updates through termly briefings hosted by Senior Officers within the Local Authority covering a range of topics and sector updates.
- Access to the annual Cambridgeshire Governance Conference.
- Access to essential governor guidance and regular updates.
- Discounted opportunities for bespoke training and development opportunities tailored to your board's needs.
- A Pre-Ofsted School Governance compliance review for schools in the Ofsted window.
- Discounted access to The Knowledge & SchoolBus databases for Governors.

For a detailed breakdown of the training courses on offer for 24-25 please see our Training Programme.

### **COST**

Advice & Training Core Package - £91 per Governor (As per Instrument of Governance including vacancies) + 1 additional member for the Clerk unless the establishment utilises a CamClerk.





## Schedule of Charges

Item	Maintained School	Academies	Non-Subscribing School/Establishment
<b>Leadership Recruitment</b>	£600	-	-
<b>Clerking</b> Standard Package FGB x 6	£2,100	£2,310	-
Additional Meetings	£245	£270	£285
Specialist Clerking	£50 per hour	£55 per hour	£60 per hour
Access to GovernorHub for document storage, noticeboard and calendar	Included	Included	-
Meeting Cancellation	£100	£100	£100
Meeting Rearrangement	£50	£50	£50
<b>Advice &amp; Training</b> Core Package	£91 per Governor	£100 per Governor	-
Governance Conference Ticket	Included	Included	£200
Pre-Ofsted Governance Check	Included	£200	£350
NGA Learning Link Online Training Package	Included	Included	£160 per school
Governance & Impact Review	£1,200	£1,700	£2,100
GovernorHub access for online training bookings (and resources provided by the School Governance Team)	Included – Schools should update their board membership information	Included – schools should update their board membership information	-
Bespoke Training Sessions	£300 per 2-hour course	£368 per 2-hour course	£380 per 2-hour course
Training Access for Non-Subscribing Schools	-	-	£83 £133 £175
2-hour course			
Half-Day course			
Full Day course			
Training Cancellation Fee	£55	£55	£55
The Knowledge Subscription (not available to those schools that do not subscribe to the Advice and Training Core Package)	£300 (if subscribed to Clerking) £425 (if not subscribed to clerking but comes with Governor Hub Access)	£300 (if subscribed to Clerking) £425 (if not subscribed to clerking but comes with Governor Hub Access)	- £500
The SchoolBus Subscription (not available to those schools that do not subscribe to the Advice and Training Core Package)	£400	£400	£550
Access to GovernorHub for document storage, noticeboard and calendar	£160	£160	£250 (for schools not subscribing to either Clerking or the Advice and Training packages)

