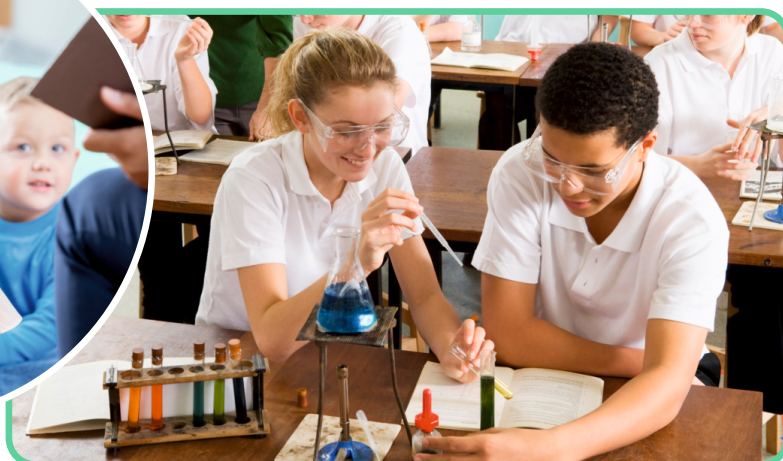




School Clerking Service
Tel: 0203 858 7992

Do you need a clerk for a Governing Body meeting or committee? We can provide a regular clerk for your meeting or cover for your regular clerk even if it's last minute!

At Governance Resolutions we carefully select and train our own team and monitor the quality of their work. We encourage them to take training provided by Local Authorities and to become fully accredited by completing the National Clerks Development Programme. They also benefit from regular briefings and get-togethers, our library of key governance data and best practice, our online forum and training.



Our Clerks

Our fully trained clerks will:

- Liaise with the Chair of Governors/ Headteacher to prepare and circulate meeting agendas within legal timescales, including electronic collation and circulation of supporting papers.
- Prepare for the meeting, including taking advice and gathering information as required.
- Provide minutes in your preferred format within ten working days of the meeting.
- Manage any follow-up correspondence/ information gathering as required.
- Prepare and circulate minutes and supporting papers after the governing board meetings.
- Act as a point of contact for governors and headteachers as required.
- Alternatively, if the prep work has already been done, someone from our team will simply clerk the meeting.

We can offer advice on:

- Appropriate procedures required by the statutory frameworks that governing bodies operate within which governing boards operate.
- Committee structures and terms of reference.
- Termly and annual timetables relevant to your governing body.
- Legal framework for school governance.
- Advisory service on matters related to school governance - Advice by telephone and email on governance related matters. This advice can be sought anytime during working hours and is suitable for matters that may arise pre or post governor meetings. We endeavour to reply to all questions within two working days.
- Updates on forthcoming changes and how best to ensure compliance - Governors will receive regular email updates on major legal/regulatory or Ofsted changes enabling the governing body to keep abreast of their responsibilities.

We also offer a clerking service for:

- Exclusion panels
- Grievance panels
- Admission appeals
- Disciplinary hearings

Contact us on:



0203 858 7992



info@governanceresolutions.com



www.governanceresolutions.com



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