

# **GOVERNOR SUPPORT AND DEVELOPMENT**

## **TRADED SERVICES OFFER APRIL 2026 TO MARCH 2027**

**Contact:**

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**0116 454 6179**



**Dear Governors, Clerks and Headteachers,**

We are pleased to present our governance support packages for 2026 -2027, this year we continue to provide our tailored Advice & Guidance package and offer professional clerking services. Our advice and guidance responds to your needs and we pride ourselves on our close working relationships with the schools we support.

As a subscriber to our services you have access to the governance hotline and email, where all queries dealt with sensitively and in a timely manner.

**The governance hotline is 0116 454 6179**

**The governance email is: [governors@leicester.gov.uk](mailto:governors@leicester.gov.uk)**

Between the hours: Monday – Thursday 9:00 am – 5 pm and Friday 9:00 am – 4:30pm

You can also find advice and guidance on the Governors page on the school extranet.

This year we are committed to hosting more forums, expanding our training offer and supporting your professional development, which is key to driving school improvement. We recognise your dedication and commitment in supporting the schools across Leicester City and the positive impact you have for the benefit children.

We are looking forward to continuing to work with you this year.

Kind regards,

The Governor Services Team

## Package 1: Advice, Guidance and Information

<b>Audience</b>	<b>Governors, Chairs of Governors, Headteachers and Clerks</b>	
<b>Synopsis</b>	<p>Providing your governing board with expert governance advice. Ensuring you are keeping up to date with national and local education/governance initiatives and developments, enabling governors to fulfil their statutory responsibilities – to set the vision and strategic direction of the school, to hold the headteacher to account for its educational performance and ensure financial resources are well spent.</p>	
	<ul style="list-style-type: none"> <li>• NGA learning link for all governors and access to NGA webinars</li> <li>• Induction pack for new governors, including new governors training and NGA booklet</li> <li>• Expert, confidential and independent governance advice and support</li> <li>• Monthly Governor updates</li> <li>• Termly newsletter</li> <li>• Unlimited access to governors' direct help desk for bespoke advice and guidance for all governors and clerks to governors'</li> <li>• Access to resources via the Local Authorities on-line service the Schools Extranet</li> <li>• LA Briefing papers</li> <li>• Termly Chairs' Forum</li> <li>• Specific support with governor recruitment</li> <li>• Advice on roles and responsibilities within the governing body</li> <li>• Termly Clerking Forums including the sharing of the briefing papers</li> </ul>	
<b>Cost:</b>	Advice, Guidance and Information and Learning Link	£570
<b>Cost of multiple packages</b>	Package 1 (Advice and Guidance) and Package 2a (Clerking including 3 FGB meetings) purchased together	£2,620
	Package 1 (Advice and Guidance) and Package 2b (Clerking including 4 FGB meetings) purchased together	£2,850

## Package 2: Clerking Service

Audience	Chairs of Governors, Governors, Headteachers	
<b>Synopsis</b>	<ul style="list-style-type: none"> <li>● Will be assigned a named Clerk to Governors to:               <ul style="list-style-type: none"> <li>- Organising, attending (virtual or in person), and supporting governor body meetings</li> <li>- Collating/disseminating information. Including uploading on the relevant portals</li> <li>- Preparing agendas</li> <li>- Share meeting invites, including online links if required</li> <li>- Taking minutes and dealing with matters/follow up work from meetings</li> <li>- Drafting and circulating the minutes from meetings</li> <li>- Providing quality advice at meetings on all matters relating to legislative requirements and national and local policy and offering solutions to issues in accordance with these</li> <li>- Identifying and promoting best governance practice and contributing positively to governance matters</li> </ul> </li> <li>● Provide detailed advice, information and guidance to governors, head teachers/principals and other interested parties on:               <ul style="list-style-type: none"> <li>- The roles and responsibilities of governing bodies and the legal documents/legislation relating to these</li> <li>- All other Governance related matters</li> </ul> </li> <li>● Provide advice on the election/appointment process of school governors</li> <li>● Maintain accurate membership records of all school governors and assist with maintaining key databases in respect of governing body constitutional and training information</li> <li>● Process applications for the governor training courses as appropriate</li> <li>● Unlimited advisory service</li> <li>● Meetings included:               <ul style="list-style-type: none"> <li>- Up to 4 Full Governing Board meetings (there are two packages to choose, one includes 3 FGB meetings and the other is 4 FGB meetings)</li> <li>- The annual pay committee</li> <li>- Headteacher ratification</li> <li>- Deputy headteacher ratification</li> <li>- Non scheduled extraordinary meetings up to 30 minutes in duration</li> </ul> </li> <li>● Governor briefing notes to be shared with the governing board</li> <li>● Clerks will complete on going CPD to ensure knowledge is up to date and advice is in a timely</li> <li>● Advice on committee structures and terms of reference</li> <li>● Advice on the structure of the board and its Instrument of Government</li> </ul>	
<b>Cost</b>	Clerking package including 3 FGB meetings (2a)  Clerking package including 4 FGB meetings (2b)  Additional meetings  Inquorate meetings	£2,150  £2,380  £275  £50

<b>Cost of multiple packages</b>	Package 1 (Advice and Guidance) and Package 2a (Clerking including 3 FGB meetings) purchased together	£2,620
	Package 1 (Advice and Guidance) and Package 2b (Clerking including 4 FGB meetings) purchased together	£2,850

### Minuting of meetings for schools not subscribing to Package 2

<b>Audience</b>	<b>Chairs of Governors, Governors, Headteachers</b>	
<b>Synopsis</b>	<p>The governor services team are able to support ad hoc meetings should your clerk not be available</p> <ul style="list-style-type: none"> <li>• The clerk will be responsible for: <ul style="list-style-type: none"> <li>- Attending the meeting</li> <li>- Taking minutes</li> <li>- Drafting and circulating the minutes from the meeting</li> <li>- Providing quality advice at the meeting on all matters relating to legislative requirements and national and local policy and offering solutions to issues in accordance with these</li> </ul> </li> <li>• The Chair of Governors will be responsible for: <ul style="list-style-type: none"> <li>- Organising the meeting</li> <li>- Dealing with matters/follow up work from meetings</li> <li>- Collating/disseminating information. Including uploading on the relevant portals and sharing this with the clerk</li> <li>- Preparing agendas</li> <li>- Share meeting invites, including online links if required</li> </ul> </li> </ul>	
<b>Cost</b>	Full Governing Board / Committee meetings	£380

## Pupil exclusions and complaints

Audience	Chairs of Governors, Governors, Headteachers								
<p><b>Synopsis</b></p>	<p>The clerk will be responsible for:</p> <ul style="list-style-type: none"> <li>- Arranging the members of the panel, ensuring the members have received the appropriate training and or have the required experience</li> <li>- Organising the panels, location and time</li> <li>- Prepare the agenda</li> <li>- Collating/disseminating information for panel members</li> <li>- Attend the panel and take minutes of the panel and deliberation</li> <li>- Drafting and circulating the minutes</li> <li>- Drafting and circulating of the outcome letter</li> <li>- Send the outcome letter to parents and headteacher</li> <li>- Ensure the panel complies with the schools relevant policies</li> <li>- Providing quality advice at meetings on all matters relating to legislative requirements and national and local policy and offering solutions to issues in accordance with these</li> </ul>								
<p><b>Cost</b></p>	<table border="0"> <tr> <td>Pupil Exclusion – meetings that are 3 hours or less</td> <td style="text-align: right;">£360</td> </tr> <tr> <td>Pupil Exclusion – meetings that are more than 3hours</td> <td style="text-align: right;">£430</td> </tr> <tr> <td>Complaints Panel - meetings that are 3 hours or less</td> <td style="text-align: right;">£360</td> </tr> <tr> <td>Complaints Panel - meetings that are more than 3hours</td> <td style="text-align: right;">£430</td> </tr> </table> <p><b>Should the panel not proceed but the preparation work and preliminary stages have been completed a charge of £100 will be invoiced for the work that has been undertaken.</b></p>	Pupil Exclusion – meetings that are 3 hours or less	£360	Pupil Exclusion – meetings that are more than 3hours	£430	Complaints Panel - meetings that are 3 hours or less	£360	Complaints Panel - meetings that are more than 3hours	£430
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## Staff hearings and appeals

<b>Audience</b>	<b>Chairs of Governors, Governors, Headteachers</b>	
<b>Synopsis</b>	<p>The clerk will be responsible for:</p> <ul style="list-style-type: none"> <li>- Arranging the members of the panel, ensuring the members have received the appropriate training and or have the required experience</li> <li>- Arrangement of collaboration agreements with other governing boards</li> <li>- Organising the panels, location and time</li> <li>- Liaising with the relevant HR provider</li> <li>- Prepare the agenda</li> <li>- Collating/disseminating information for panel members</li> <li>- Attend the panel and take minutes of the panel and deliberation</li> <li>- Drafting and circulating the minutes</li> <li>- Ensure the panel complies with the school's relevant policies</li> <li>- Providing quality advice at meetings on all matters relating to legislative requirements and national and local policy and offering solutions to issues in accordance with these</li> </ul>	
<b>Cost</b>	<p>Panels - meetings that are 3 hours or less</p> <p>Panels - meetings that are more than 3hours</p> <p><b>Should the panel not proceed but the preparation work and preliminary stages have been completed a charge of £100 will be invoiced for the work that has been undertaken.</b></p>	<p>£400</p> <p>£470</p>

## PAYG Training and Development Courses and Events

<b>Audience</b>	<b>All Governors and Clerks</b>
<b>Synopsis</b>	Training courses are provided by the Local Authority for professional learning. Training courses/events are organised throughout the year, details of courses can be found on the Schools Extranet. Bespoke courses for whole governing boards can also be organised and delivered upon request.
<b>Cost:</b>	Costs are detailed within the course details. The school will be invoiced directly by the course provider. Whole governing board training will be provided upon request, prior to booking.

## Learning Link E-Learning (when not subscribing to Package 1)

<b>Audience</b>	<b>All Governors and Clerks</b>
<b>Synopsis</b>	Learning Link: On-demand, flexible e-learning for your board provided by the National Governance Association, for Governors, Chairs of Governors and Clerks.
<b>Cost:</b>	<b>£100 per governing board</b>