

Can (Do)
Working together



Governor Services



Our vision

“Working together for a better future for all children”

Values

- Inspiring
- Collaborative
- Empowering





Service overview

Our Governor Services Team can support improvements in the quality of education and the standards of achievement in your school by enabling governors to be effective in their strategic leadership role by inspiring them to make a difference. We provide advice, information and training opportunities to Bracknell Forest and neighbouring areas governors, clerk to governors and associate members of governing boards in all schools. All Bracknell Forest maintained schools receive a core set of governor services support at no cost. In addition we provide an enhanced traded service package. The package offers excellent value for money. We also offer a range of bespoke services to meet specific school needs and requirements.

Key service priorities

1. Ensuring understanding of the core functions of governance, currently:
 - Ensuring clarity of vision, ethos and strategic direction;
 - Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
 - Overseeing the financial performance of the organisation and making sure its money is well spent.
2. Ensuring effective governance through:
 - Strategic leadership that sets and champions vision, ethos and strategy.
 - Accountability that drives up educational standards and financial performance.
 - People with the right skills, experience, qualities and capacity.
 - Structures that reinforce clearly defined roles and responsibilities.
 - Compliance with statutory and contractual requirements.
 - Evaluation to monitor and improve the quality and impact of governance.



The benefits of working with Governor Services

What we can offer your school:

**Strategy and
development.**

**Leadership
development.**

**Coaching and
mentoring.**

**Training related
to Governor
Roles and
Responsibilities.**

**Bespoke training
depending on
the need of the
school.**

**Support in
working together
in partnerships
with other schools
through briefings
and training.**



Statutory provision

On behalf of the local authority we fulfil the following statutory duties:

- Take an active interest in the quality of governance in maintained schools.
- Promote and support high standards of governance.
- Intervene where there is underperformance.
- Provide information, advice and support to governors of council maintained schools.
- Signpost governing bodies to high quality training.
- Make the Instrument of Government for all maintained schools.
- Nominate a LA governor to governing bodies of maintained schools, and give notice of any removal of an LA governor.
- Have arrangements in place for maintaining up to date records of governors in maintained schools.
- Appoint parent governor representatives to local authority committees dealing with education.
- Procedures, advice and guidance on parent governor elections.

“ We are very fortunate to have such a strong governor services team.

Governor – Bracknell Forest School ”



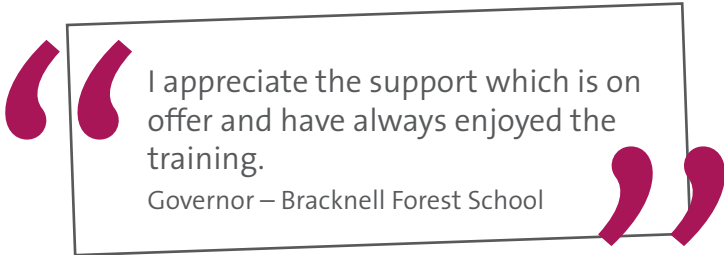


Services all schools are entitled to, free of charge

A core set of governor services support will be provided by Bracknell Forest Council to all its maintained schools **free of charge**. These include:

- Support for maintained schools in the appointment of Local Authority governors.
- Maintenance of a database of governors clerks and chairs.
- A welcome, information and support pack for new governors and clerks.
- Access to a comprehensive governor development programme.
- Guidance for parent and staff governor elections.
- LA duty to prepare and check governing body instruments of government if you decide to reconstitute.
- The local authority retains powers of intervention where schools are causing concern as per the Learning Improvement Strategy and minutes for FGB and finance and curriculum meetings should be submitted to Governor Services.

Schools of concern, including those in an Ofsted category, will receive additional support tailored to their needs, planned and agreed with the local authority and the school. This will be linked to any post Ofsted local authority and school action plan. This may be part funded by the local authority depending on the need.



I appreciate the support which is on offer and have always enjoyed the training.

Governor – Bracknell Forest School






Traded services

All schools including maintained, academy and multi-academy trusts have the option of purchasing additional support to meet their own specific needs and priorities. Services included in the standard traded services support package through our service level agreement (SLA) are:

Training related to governors and clerks roles and responsibilities

- Comprehensive programme of face-to-face training and development courses covering all areas of governance for all levels of experience, including induction training for new governors and clerks. Training for developing governors and experienced governors.
- Unlimited attendance at the face-to-face training sessions.
- Termly summary of attendance at training provided for each school.
- One place at the Annual Governor Development Conference.
- Subscription to governor eLearning for all members on the governing board to access in their own home.



“ Really useful that training is repeated regularly and updated with new information.

Governor – Clerk - Bracknell Forest School ”



Accurate and up to date information on developments in the field of governance

- Dedicated governors' support to deal with queries and concerns from governors, clerk to governors, associate members via email or telephone.
- Specialised advice to governors and clerks on all matters of school governance.
- Maintaining a database to provide governing boards with reports of current governors, terms of office and vacancies.
- Interpretation of and guidance on relevant legislation and statutory responsibilities enabling governing bodies to focus on what they need to do and regular dissemination of the information.
- Standard membership of the National Governance Association (NGA), the foremost representative body for governors in England and Wales. Benefits of membership include: weekly e-newsletters, access to resources for members, free entrance at conferences and events.
- Access to resources on the Bracknell Forest School Management website.

“ I am new to clerking, and the support given by the Governor Services has been astounding; the team is always quick to respond with helpful and accurate advice both by phone and email - thank you!

Clerk – Bracknell Forest School ”

“ Governor Services is an invaluable resource to Governing Boards. It provides support, legal advice and quality training for all Governors from the new to the experienced. I for one very much appreciate everything they have done for my school Governing Board

Chair of Governors – Bracknell Forest School

Leadership development

- Advice on recruitment of new clerks.
- One to one induction session for new clerks.
- One to one induction session for new chairs.
- Comprehensive induction packs including relevant industry publications for new governors, chairs and clerks.
- Support in recruiting schools governors and referral of interested individuals to schools with vacancies via the online portal.

Support in working together in partnerships with other schools through briefings and training

- Termly briefings for clerk to governors and chairs of governors.
- Regular Development Governor meeting to support governor development and good practice.





Bespoke services

In addition, the following bespoke services may be purchased by all schools including maintained, academy and multi-academy trusts. Please contact us to discuss requirements.

Onsite bespoke training for your governing board / group or cluster of schools, including:

- Governing Board Self Evaluation.
- Preparing for Ofsted.
- Holding the Headteacher to Account.
- Roles and Responsibilities.
- Governors Role in School Improvement.
- Knowing your school through data.
- Making a difference to the quality of teaching.
- Effective Governance.
- Monitoring and Evaluation.
- Effective School Visits.

Clerk to governors support programme:

- A Clerks' Support package to include unlimited email and phone support, free attendance at 3 x clerks' briefings including copies of the clerks' briefing papers and other relevant training sessions, inclusion on the clerks' email distribution list to ensure you are kept up to date with interpretation of and guidance on relevant legislation and statutory responsibilities. Clerk induction programme including 'The Role of the Clerk' training.

**Chair of governors support programme:**

- A Chairs' Support package to include unlimited email and phone support, free attendance at 3 x chairs' briefings, inclusion on the chairs' email distribution list to ensure you are kept up to date with interpretation of and guidance on relevant legislation and statutory responsibilities. Chair induction programme including 'Taking the Chair' training.

Pay as you go training programme:

- Termly programme of face-to-face training for governors, associate members and clerks which can be purchased on an individual basis.

Governing Body Casual Clerking Service:

- Find casual clerks to cover meetings.

“ I wanted to say a huge thank you for all of your amazing help and support over the past few years. I have learnt a great deal from you and have thoroughly enjoyed working with you and the members of your team. I think Bracknell is an amazingly supportive authority and have been really blessed for myself and also the school to have benefited so much from this support. ”

Headteacher - Bracknell Forest school

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