

**Service Level Agreement
Gwynedd Clerical Service for School Governing Bodies**

Addysg

1st xxxx 201x – 31st xxxx 201x

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1.0 INTRODUCTION

1.1 The Agreement

This is a Service Level Agreement (SLA) between the Schools' Service and individual Primary, Secondary and Special Schools in Gwynedd to provide clerical support and guidance for governing bodies.

1.2 The Service

Offering:

A Core Administrative Package including Advising the Governing Body

B Extended Service – charged on a pay-as-you use basis

The main objectives of the service are to support effective administration for governing bodies.

The purpose of the agreement is to ensure that head teachers and governors receive adequate guidance and support to fulfil the statutory requirements placed on governing bodies.

This agreement will comply with the legal and managerial requirements set by the Welsh Government and by Gwynedd Council.

1.3 Methods of Provision

The service is provided by the Schools' Service. Governors' Clerks are employed who are specifically trained for the purpose of meeting the requirements of the Service under the supervision of the Governor Support Assistant and the Assistant Education Quality Improvement Officer. They will operate as a Governor Support Unit in order to ensure consistency and progression to the Service but each individual will also have a designated school/s in order to provide personal and direct contact.

It is the responsibility of the Governor Support Assistant and the Assistant Education Quality Improvement Officer as part of their client role to supervise the work of the Service, ensuring effective communication with the head teachers and chairs of governing bodies and the professional training and development of Service staff. Arrangements will be in place to monitor and report on the Service.

Professional translators are employed to provide a service to translate governing body documents for schools so as to allow them to meet the requirements of the Language Policy and Language Commissioner. Simultaneous translation equipment is provided free of charge to schools by arrangement with the translators, but schools are expected to organize a simultaneous translator and to shoulder the cost themselves.

1.4 Confidentiality

The Schools' Service will ensure that data is stored securely and that there are no doubts as to the confidentiality of the information. The Schools' Service will comply in full with data protection legislation.

1.5 Solving Disputes

Any complaint or comments about the Service should be referred in writing to the attention of the Assistant Education Quality Improvement Officer as soon as possible. The managers, through discussion, will attempt to resolve any differences of opinion regarding the content or implementation of this agreement. If the differences cannot be resolved through discussion, the matter will be referred to the Senior Manager Education Resources Service for a decision.

1.6 The Duration of the Agreement

The agreement is offered for three years from 1 xxxx 201x until 31 xxxx 201x.

1.7 Terminating the Agreement

Three months' written notice will be provided by either party before terminating the agreement.

2.0 Core Administrative Package including Advising the Governing Body

The SLA is a means of ensuring that the school has a clear procedure that complies with the Welsh Government's Statutory Instruments and offers protection from failing to fulfil statutory requirements.

2.1

	Service	Standards	Timetable	Responsibilities of the Governors' Clerk	Responsibilities of the School/Governing Body
2.1.1.	Prepare an agenda for Governing Body meetings.	Confirm the agenda and ensure that it is correct, in accordance with the Chairperson's instruction.	To be sent to members of the Governing Body five working days prior to the meeting.	Collaborate with the Chairperson and Head Teacher on the content of meetings' agendas.	Confirm with the Chairperson and Clerk the content of the agenda: <ul style="list-style-type: none"> • Standing items, e.g. apologies. • Standing items according to the annual timetable, e.g. appointing officers and panels. • Items according to importance, e.g. statutory matters. • Items according to heading, e.g. staffing, buildings.
2.1.2	Arrange that background papers are sent with the agenda.	Ensure that the Head Teacher has received the relevant papers.	To be sent to members of the Governing Body five working days prior to the meeting.	Receive papers from the Head Teacher and Chairperson and provide these for the members of the Governing Body.	Ensure that the appropriate papers are available to the Clerk five days prior to the meeting.
2.1.3	Act on matters arising from the Governors' meeting.	Keep an accurate record of the matters that require action and deal appropriately with these.	A need to act in accordance with the Governing Body's request and by the next meeting.	Check with the Chairperson any matters acted upon between meetings and which need to be reported to the Governing Body.	Confirm accuracy and advise the Clerk on any matters that require action between meetings.
2.1.4	Attend meetings of the full Governing Body.	Be present at the appropriate time to take minutes at meetings of the full Governing Body.	Be available shortly before the start of the meeting in order to confirm arrangements with the Head Teacher and Chairperson.	Attend meetings of the full Governing Body. Ensure that the Governing Body holds at least one meeting of the full Body per term. It is not expected that any meeting will last more than two hours. An additional cost will be specified for every additional ¼ hour. Attend up to six meetings annually - It is statutory that a Governing Body holds at least one meeting of the full Governing Body per term. - Two hours are allocated for a meeting. (It is not expected that any meeting will last more than two	The Governing Body should hold at least one meeting of the full Body per term. It is not expected that any meeting will last more than two hours. The cost of clerking meetings that exceed two hours would fall on the school. The Governing Body may require more than six meetings every year. The cost of clerking the additional meetings would fall on the school.

hours.)

2.1.5	Ensure that the Governing Body determines dates for meetings in advance and that this information is known to the Local Education Authority.	Keep a record of the dates. Inform the members of the Governing Body and the LA of all dates.	Determine the dates for the year at the first meeting of the academic year.	Ensure that all members of the Governing Body are aware of the dates set. Should dates be altered during the year, the Clerk is expected to inform members of the Governing Body of any changes.	An attempt should be made to specify dates at the first meeting of the academic year. An effort should be made to adhere to the original dates. Should any changes occur, the Clerk should be made aware of these at least 10 days prior to the meeting being held.
2.1.6	Produce and send draft copies of the minutes to the Chairperson and Head Teacher before producing a final version to be circulated to all members of the Governing Body and LA.	Record clear, concise and accurate minutes of Governing Body meetings.	The Clerk is expected to present a draft version of the minutes within five days to the Chairperson and Head Teacher.	<ul style="list-style-type: none">• The minutes should be an accurate record of the discussion held at the meeting.• They should be concise but not in the form of notes.• They should be comprehensible to any member of the Body who was not present at the meeting.• Individuals should not be named. <p>Present the draft minutes to the Head Teacher and Chairperson within five days. Make any changes proposed as soon as possible.</p> <p>The Clerk is expected to send the completed minutes to the attention of the Head Teacher/Administrative Officer to be translated as soon as possible, but at least 20 working days before the next meeting.</p> <p>The Clerk is expected to send the completed minutes to the LA noting that they have not been confirmed.</p>	<p>The Head Teacher and Chairperson are expected to check the draft minutes in detail, and to confirm any changes with the Clerk as soon as possible.</p> <p>The Head Teacher and Chairperson are expected to confirm that the minutes are finalized and can be circulated to members of the Governing Body and to the LA.</p> <p>The Head Teacher/Administrative Officer is expected to arrange to send any minutes together with background papers to the translator in order to translate the documentation.</p>
2.1.7	Record Governors' attendance at meetings and notify any Governor who is at risk of being disqualified due to non-attendance.	Record accurate minutes of attendance and apologies.	The Clerk is expected to record accurate minutes at the meeting.	<ul style="list-style-type: none">• The minutes should record attendance.• The minutes should record apologies and that the Governing Body accepts the apologies.• The minutes should differentiate between apologies and absences.• The Clerk should notify the Governing Body if a member of the Body is absent without apology for more than six months. At the Body's request, the Clerk should send a warning letter to the member, denoting that he/she is at risk of being disqualified.• The Clerk should notify the LA of any disqualification.	<p>The Head Teacher and Chairperson are expected to confirm that the minutes are correct at each meeting.</p> <p>The Head Teacher and Chairperson are expected to monitor the absences of members who do not provide apologies.</p> <p>The Head Teacher and Chairperson are expected to collaborate with the Clerk on matters of governor disqualification. The Clerk should not be working on his/her own.</p> <p>The Head Teacher and Chairperson are expected to notify the LA of any disqualification.</p>
2.1.8	Retain a record of the term of office of each Governor, contacting the LA on occasions when a term of office ends, or	Keep an accurate record of Governors' term of office. Share	It is expected that a register is available noting the date on which each Governor's	<ul style="list-style-type: none">• The Clerk is expected to retain a record of the term of office of every Governor, notifying the Governing Body when a term of office is about to end. This	<p>The Head Teacher and Chairperson are expected to confirm that the register is correct.</p> <p>The Head Teacher and Chairperson are expected to</p>

	when there are resignations.	information with the LA and Governing Body.	term of office commences and ends in accordance with the Governing Body's records.	<p>should be included as an item on the agenda.</p> <ul style="list-style-type: none"> • The Clerk is expected to draw the attention of the Head Teacher and Chairperson to any vacancies. • The Clerk is expected to inform the LA of any changes when Governors resign. • The Clerk is expected to inform the LA when a new member starts, noting the: <ul style="list-style-type: none"> - name and address in full - e-mail / phone number - governor category - starting date. 	draw the attention of the Governing Body to any vacancies on the Governing Body, and by implementing correct procedures, attempt to fill any vacancies on the Governing Body.
2.1.9	Correspond on behalf of the Governing Body, as necessary.	The record should be accurate for correspondence.	Prepare and send the correspondence as soon as possible following the Governing Body meeting, but within 10 days.	<ul style="list-style-type: none"> • The Clerk is expected to send an electronic copy to the Head Teacher and Chairperson before sending any correspondence out. • The Clerk is expected to report to the Governing Body on any reply received as a result of the correspondence. • The Clerk is expected to file the minutes according to date. • The Chairperson should certify every page. • Pages should be numbered. • The minutes must be made available to the public should a request be received. 	<ul style="list-style-type: none"> • The Head Teacher and/or Chairperson is expected to check any electronic copies received from the Clerk, and to immediately notify the Clerk of any changes.
2.1.10	Keep minutes, correspondence and other documents relating to the work of the Governing Body in order.	Minutes to be available in chronological order.	The Clerk is expected to file the minutes according to date, signed by the Chairperson.	<ul style="list-style-type: none"> • The Clerk is expected to file the minutes according to date. • The Chairperson should certify every page. • Pages should be numbered. • The minutes must be made available to the public should a request be received. 	<ul style="list-style-type: none"> • The Head Teacher should be aware of where the minutes are kept and that a version omitting names and without reference to confidential matters is available to the public.
2.1.11	Assist the Head Teacher, Chairperson and Governing Body to prepare the Annual Report to Parents.	Assist the Head Teacher and Chairperson to prepare the Annual Report.		<ul style="list-style-type: none"> • The Clerk is expected to advise the Head Teacher and Chairperson of the statutory matters that should be included in the Annual Report to Parents. • The Clerk is expected to draw up the Annual Report to Parents through a discussion with the Head Teacher. 	<ul style="list-style-type: none"> • The Head Teacher/school's Administrative Officer is expected to arrange the distribution of the Report to parents. • The Head Teacher/school's Administrative Officer is expected to arrange to have the Report to Parents translated.
2.1.12	Training for the Governing Body and Clerk.	Ensure that the latest information on courses is available to Governors.	Ensure that the information on courses is transferred in good time to Governors.	<ul style="list-style-type: none"> • The Clerk is expected to send any information about courses on to members of the Governing Body. • The Clerk is expected to encourage and remind Governors to attend courses. • The Clerk is expected to be prepared to assist the Governor Support Assistant to organize courses locally. 	<ul style="list-style-type: none"> • The Head Teacher, Chairperson and Governing Body should support training sessions organized for them.
2.1.13	Inform the Head Teacher/ Chairperson of any situation where Governors have not attended a Mandatory Course.	Ensure that the information is correct.	Ensure that Governors have received notice of Mandatory Courses.	<ul style="list-style-type: none"> • The Clerk is expected to prepare a letter suspending/dismissing a Governor who has not attended a Mandatory Course within the specified time limits. • The Clerk should ensure that an item is placed on the agenda warning a Governor that he/she is at risk of being suspended/dismissed. 	<ul style="list-style-type: none"> • The Head Teacher should be aware if Governors need to attend a Mandatory Course. • No unqualified Governor should serve on any Statutory Panel.

2.1.14	Disclosure & Barring Service Checks and Governor Declaration of Interest forms	Ensure that Governor DBS and Declaration of Interest forms have been completed.	Ensure that governors DBS Certificates are current and Declaration of Interest forms are completed annually	<ul style="list-style-type: none"> • The Clerk should present the letter to the Chairperson to certify. • The Clerk is expected to inform the LA of any new governor, the new governor pack will include a CRB form. • The Clerk should ensure that the DBS form is completed before the new governor attends first meeting. • The Clerk should arrange with the Head Teacher for completed DBS's to be sent to the LEA. • The Clerk is expected to keep a record of all DBS Certificate numbers and check that they are current. • The Clerk is expected to keep Governors Declaration of Interest forms and arrange to renew them annually. 	<ul style="list-style-type: none"> • The Head Teacher should check the DBS forms and arrange to send to the LA. • The Head Teacher must ensure that all governors have a current DBS Certificate. • The Head Teacher must ensure that all governors have completed a Declaration of Interest form annually.
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2.1.15 Governing Body Advisory Service

- Give guidance on the statutory legal responsibilities of the Governing Body.
- Ensure that the Governing Body is properly constituted in accordance with legislative requirements.
- Arrange for the drafting, signing and maintenance of the Governing Body's Instrument of Government.
- Advise on Instruments of Government, school government regulations, statutory circulars, relevant legal judgements and measures associated with school governance that may impact on the role of the Governing Body.
- Advise on eligibility, quorums, election procedures and disqualification regulations.
- Give guidance on the establishment, compositions and (statutory) review of committees (including terms of reference for those committees).
- Give guidance on constitutional and procedural matters.
- Monitor follow-up action points and correspondence arising from decisions taken at meetings.
- Ensure statutory policies are in place, and copies will be sent to the school of policies and other documents that have been approved by the Governing Body.
- Conduct research as required by the Governing Body.

2.2 Extended Service - charged on a pay-as-you use basis

2.2.1 Additional Hours – Where meetings exceed two hours, there will be an additional charge at **£15 per hour**.

2.2.2 Additional Meetings/Committees/Visits

The agreement can offer an extended service to take minutes at additional meetings at a cost of

Primary Schools £150 per meeting
Secondary Schools £270 per meeting
(e.g. statutory sub-committees*).

The request should be made 10 days before the date of the additional meeting.

*Statutory committees

- Discipline and dismissal committee
- Discipline and dismissal appeal committee
- Pupil exclusion committee
- Admissions committee (voluntary aided schools only).

2.3 Governing Body Bronze Award Preparation Service

2.3.1 The service can offer to prepare the file for the Governing Body Bronze Award – at a charge of **£280**. The Head Teacher/Administrative Officer is expected to provide further reports/information as required for the Governing Body Bronze Award.

3.0 Cost of the Agreement

A Core Administrative Package including Advising the Governing Body

£1500 per annum for Primary Schools

£2500 per annum for Secondary Schools

B Extended Service – charged on a pay-as-you use basis

The Governing Body may require more than six meetings every year. The cost of clerking the additional meetings would fall on the school as noted.

Primary Schools £150 per meeting

Secondary Schools £270 per meeting

Service Level Agreement Clerical Service for School Governing Bodies

1st xxxx 20xx - 31st xxxx 20xx

Addysg

School:

School Number:

The Governing Body agrees to purchase the:

A Core Administrative Package for the Governing Body – at a cost of £1500 per annum for Primary Schools, £2500 per annum for Secondary Schools

B Extended Service – charged on a pay-as-you use basis

for a one-year period from 1st xxxx 201x to the end of xxxx 201x.

Signed:

(Chair of the Governing Body/Head Teacher)

Date: