



## **Barnsley Governor Clerking & Development Services**

### **Service Level Agreement**

**2026 - 2027**



**BARNSTABLE**  
Metropolitan Borough Council

## INTRODUCTION

With the focus and responsibilities associated with school governance continually increasing, the value of a high quality, professional clerking service, complimented with an offer of current and relevant governor development and training sessions, has never been greater. Barnsley MBC Governor Services, led and managed by a governance professional, is committed to supporting and working alongside its key stakeholders, in order to ensure that they have the knowledge, skills and support necessary to carry out their roles effectively and improve the outcomes and life chances of the children and young people of Barnsley.

### **Benefits to schools and academies:**

- ★ We ensure that school/ academy governance is undertaken in compliance with legislative requirements (in LA Maintained Schools) and Schemes of Delegation (in Academies).
- ★ We ensure deadlines are met in relation to sending out meeting papers.
- ★ We ensure that minutes comply with and meet required standards
- ★ We ensure that accurate advice and guidance is provided by a governance professional.

### **Governor Services offers the following:**

- ★ Support in preparing for Governing Body meetings (and Committee meetings where purchased).
- ★ Trained Governing Body Clerks.
- ★ Governor Recruitment – appointing LA Governors and providing guidance when recruiting Parent and Staff Governors.
- ★ Regular, high quality and relevant governor development and training sessions (tailored, bespoke training can also be provided if required).
- ★ Provision of and development of useful resources for Governors (e.g. Governing Body Annual Planner and Development Plan).
- ★ Regular Governor newsletters, informing governors of changes to legislation, mandatory requirements and the sharing of good and best practice.
- ★ Termly Governor Briefings.
- ★ External Reviews of Governance (for LA Maintained Schools and Academy Governing Boards)
- ★ Access to GovernorHub and GovernorHub Knowledge, including training packages for Governors.

We have a team of experienced and dedicated Governing Body Clerks to minute Governing Body and Committee meetings, including additional meetings of a confidential nature, where it is recommended to have an external Clerk to undertake the clerking role (e.g. Complaints, Pupil Exclusions).

Governors of schools who purchase our annual service package receive relevant and high quality advice and guidance from an experienced governance professional.

The role of the Governor has never been more important, and our governor development sessions are designed to support and develop governors in their role, giving them the knowledge and confidence to challenge the school to achieve improved outcomes for children and young people.

We have received positive feedback from a number of schools about the services and support we provide, but we welcome and encourage any suggestions on how we can improve things.

We continue to support schools and academies which hold virtual meetings and have become well versed in using the technology required for these meetings. This has moved us towards an even more paperless environment, with most meeting papers now being published on

GovernorHub or circulated electronically. However, we still offer a printing and posting service to those schools who request it.

Our charges will be increased by 3.8% this year, however, we are confident that our service represents excellent value for money compared with our statistical neighbours.

We hope that you are enjoying the range of benefits of GovernorHub and GovernorHub Knowledge, which is designed to help and support the work of Governors, including access to additional governor training sessions and resources. It would cost schools a lot more to purchase this software directly from GovernorHub, as the Local Authority receive a substantial discount. Further details can be found by visiting the [GovernorHub website](#)

For any enquiries, or if you require any further information, please do not hesitate to contact Governor Services:

Peter Bell/ Denise Brown:  
E-mail: [Admin-GovernorsServices@barnsley.gov.uk](mailto:Admin-GovernorsServices@barnsley.gov.uk)

# GOVERNOR SERVICES OFFER

**The Governor Clerking Service** is committed to supporting the work of schools and academies raising standards of achievement for all pupils by developing effective services to help improve the governance in schools.

The clerking service has a central role in providing specialist procedural, administrative and organisational support to governing bodies. The support we offer extends beyond administrative aspects of clerking. We provide advice on a day-to-day basis to assist governors and schools in making sure that their governing body is functioning properly and effectively so that they can demonstrate that they are meeting statutory requirements, as well as keeping governors up to date with the latest information and policies from the LA and ensuring best practice.

We provide a variety of clerking services to meet your needs by delivering expert advice, guidance and administrative support on all matters of school governance, including: providing draft agendas for consideration and finalising in collaboration with the Headteacher, Chair of Governors and Business Manager; providing an experienced clerk to produce the minutes; maintaining a database including the constitution of the Governing Body, members and expiry dates of their terms of office; and provide professional advice and guidance on School Governance matters.

## Governor Recruitment

### Appointing Local Authority (LA) Governors

The LA is responsible for appointing and nominating Local Authority Governors in all maintained schools and academies (if applicable). This task is co-ordinated by Governor Services. Vacancies are advertised and nominations are dealt with via a selection process in collaboration with the school and Chair of Governors.

### Governor Elections

The LA will provide advice and guidance on the election process for both parent and staff governors in community, community special and voluntary controlled schools. Where a school buys into the clerking service under a service level agreement, whatever the school category, all associated appointment paperwork will be provided, and a central database of governors will be updated and maintained.

Advice on governor elections is given in accordance with the requirements of the School Governance (Constitution) (England) Regulations 2012.

The LA will also liaise with the appropriate Diocese Office on the appointment of Foundation Governors in Voluntary Aided Schools.

## Support for Clerks

We offer all clerks specialist support, training and guidance and all clerks are:

- recruited and managed by Governor Services
- mentored by a senior experienced Clerk and governance professional
- required to attend termly briefings to raise their awareness of current issues facing schools and academies
- provided with support from Governor Services
- given access to all guidance and support documents
- given access to CPD opportunities
- required to submit their minutes within 10 days
- mindful and respectful of the need for confidentiality.

## **Creating a New Instrument of Government/Revised Instrument of Government**

**Any change to the instrument brought about by a reconstitution /change in status will be covered as part of the LA's statutory function.**

The LA is responsible for creating new and revised instruments of government. The Governor Clerking Service carries out this task for all schools in liaison with governing bodies and the relevant Diocese/Foundation where appropriate.

All instruments of government will be drafted in accordance with the requirements of the School Governance (Constitution) (England) Regulations 2012 and are checked by the Governor Clerking Services.

Guidance on any changes to the constitution of your Governing Body is available by contacting Governor Services.

## **Governor Development**

Training and development courses are available to all Governors throughout the academic year and include useful content to support them in their role.

Governor Services offers **interactive training sessions** which are run by an experienced external training provider and gives governors the opportunity to meet and interact with governors at other schools and to ask any questions related to the session. Sessions have been developed to help keep Governors up to date with relevant legislative requirements. There are new and updated development opportunities available for Governors at every level of experience. Forthcoming development opportunities are advertised on our Barnsley School Governors website together with further details of the sessions.

**GovernorHub Knowledge** provides access to training courses especially designed to give governors a solid foundation in their role, which will complement the interactive sessions which we offer.

**Modern Governor online** provides **unlimited e-learning development opportunities** for all governors via an annual subscription which is available for schools to purchase in addition to the Clerking SLA. This provides Governors with the flexibility to undertake as many on-line training sessions as is necessary, and at any time that suits them.

## **Bespoke Governor Development**

Training can be developed and delivered specifically for your school governors, either at the school or virtually, to address the particular needs of the Governing Body e.g. data, preparing for Ofsted if you are perhaps due an inspection imminently, understanding progress and attainment etc.

As always, our aim is to maintain and deliver a high-quality service which meets your needs, therefore please do not hesitate to contact Governor Services if you need to discuss options further.

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