

Southwark Governor Services

2025-2026 SLA offer for Clerking and Advisory Service and Governor Training and Development

Quality Support for Excellent Governance – Working in Partnership

Southwark Governor Services provide a comprehensive support and development service for governors and trustees across the borough. We remain an integral part of the Education Learning and Achievement Team and work closely with School Improvement Advisors and Schools HR to support governors in their vital school improvement work

There are two strands to our offer which are purchased through separate SLAs:

**Clerking and Advisory Service
Governor Training and Development**

Clerking, Support and Advice – Service Level Agreement

Key benefits of using the service

- A professional, reliable and knowledgeable Governor Development Advisor (Clerk).
- Advice on statutory obligations.
- Up to date information, keeping governors informed of key changes in regulations.
- Advice and support with changes in governance structure.
- Enabling partnerships and mutual support between Boards.
- Support with governor recruitment.
- Access to the full range of functions offered by GovernorHub (including The Key Knowledge).

The Governor Services Team

- The Governor Services Team is led by the Head of Governor Services who supports Governor Development Advisors and can provide guidance and support to any Board that requires it.
- The team are also supported by a Governor Services Coordinator who provides essential support for the Head of Governor Services, Governor Development Advisors and all the services provided by the team.
- Governor Development Advisors are skilled professionals and provide comprehensive and holistic support to Governing and Trust Boards.
- The team undertake regular training and briefings and is committed to ensuring that knowledge of governance regulations, procedures and requirements are up to date.
- Governor Services are part of the Education, Learning and Achievement Team and our service helps support collaborative working across the whole team.

High quality advice and support

- The Governor Services team provide advice, guidance and support in all areas of governance including (but not limited to):
 - Statutory obligations
 - Change in constitution
 - Changes in guidance
 - Areas for development
 - Governor recruitment
 - Governor induction
 - Federating
 - Complaints
 - Grievances
 - Panels
 - Governor elections
 - Policy review
- The team are available via e-mail and telephone during term time, throughout the school year. Outside of this time, the Head of Governor Services or Governor Services Coordinator will be available or a member of the wider Education, Learning and Achievement Team.
- A wide range of information and news is provided via GovernorHub, the Southwark Schools Website and Schools News Bulletin including model policies, procedures and templates.

Support for effective meetings

- An allocated Governor Development Advisor will attend to clerk and provide advice at all of the meetings that you have bought into. This service includes:
 - A draft agenda based on a model carefully drawn up to ensure that you meet all of your statutory duties and are kept abreast of developments in governance and changes to legislation, tailored to meet your individual requirements and which flags up any actions needed. This is sent to the chair of governors (or committee chair) and Headteacher at least two weeks prior to the meeting to allow them to discuss and customise.
 - Documents (papers) will be collated and made available to governors to meet the statutory deadline of seven clear days before a meeting (subject to being received seven days prior).
 - Information reports that can be provided from GovernorHub include:
 - Governing body membership and vacancies.
 - Governing body meeting attendance.
 - Training attendance.
 - Committee membership and link governors.
 - Policy schedule.
 - Declarations of business interests*
 - Signed codes of conduct*
 - Schedule of governors having read and understood KCSIE*

- Governing Board Diversity Data*
- Governor Effectiveness Data*

*Subject to governors completing this information

- Advice and guidance during your meeting.
- Minutes will be drafted and sent to the Chair (or committee Chair) and Headteacher within ten school days of a meeting.
- They will be available to governors as soon as possible following the receipt of any comments.
- They will include a clear record of all of the governing body decisions and actions, reflecting the support and challenge offered to senior leaders, to provide evidence to Ofsted that the governing body is fulfilling this function.
- An annual timetable of dates and times for future meetings will be agreed with headteachers and chairs. Although the service will always try to accommodate changes in meeting dates, the expectation is that dates set in advance are adhered to.

Governance Development

- Governor Development Advisors will work closely with the chair of governors, headteacher and Head of Governor Services to support the development of the governing body and promote good governance. Areas of support will include (but are not limited to):
 - Meeting newly appointed chairs and headteachers.
 - Support with resources to undertake a governing board skills audit.
 - Resources and support for undertaking governance self-evaluation.
 - Guidance on link governor visits.
 - Advice on governance structure and constitution.
 - Regular communications with information, guidance, news and updated policies.
 - Bespoke support from the Head of Governor Services where needed.

Details of included tasks are available in appendix I

- **Sickness and Absence**
 - Governor Services will endeavour to meet all meeting commitments where there are instances of sickness or absence and will keep schools informed about progress regarding this. In the unlikely event that we are unable to cover a meeting, then a refund or a meeting carry over to the next financial year will be offered.
 - For longer term leave of absence or maternity leave, where necessary the Governor Services team will endeavour to recruit suitable clerks for your school on a temporary basis to cover the leave period. If service delivery cannot be covered in a timely way, schools will not be charged for purchased services.
- **Quality Assurance and Accountability**
 - Governor Services will provide supervision, professional development, and other line management functions.

- Governor Services monitors its service delivery with schools through an annual survey. Appropriate developments are made to service delivery considering this.
 - A service development plan which is updated on a termly basis.
 - All Governor Development Advisor are DBS checked by Southwark as a condition of employment, and subject to the reviewing and checking procedures of the Local Authority.
 - The service operates in accordance with its equalities policy, which has full regard to the 2010 Equalities Act.
- **System for Feedback (compliments, concerns or complaints)**
 - Governor Services welcomes feedback on its service delivery. It is anticipated that schools will discuss any feedback on service delivery with their Governor Development Advisor in the first instance but If any issues need to be raised/resolved, then schools are advised to contact the Head of Governor Services.
 - For concerns relating to the Head of Governor Services, schools should contact the Education Team Principal Advisor.
- **Confidentiality**
 - All information processed under this agreement will be dealt with in accordance with the Council's data sharing guidance, the Data Protection Act 2018, and the Freedom of Information Act 2000.
 - Local Authority Maintained Schools only: The standard SLA includes access to GovernorHub Knowledge (formerly the Key for School Governors) and Governor Hub for your entire board. As part of this agreement your governing board membership details (names, contact details, committee membership and roles, training records, declarations of interest, DBS confirmation) is provided to the Southwark Governor Services team via GovernorHub. All information processed under this agreement will be dealt with in accordance with the Council's data sharing guidance, the Data Protection Act 2018, and the Freedom of Information Act 2000.

Latest features of the Service Level Agreement

- All schools continue to receive access to the GovernorHub database as part of the Local Authorities statutory support for school governance.
- Schools that purchase the clerking SLA will automatically be upgraded to full access of GovernorHub, supporting secure document storage, reporting, noticeboard and calendar.
- This year, schools that purchase the SLA will also receive access to The Key Knowledge for Governors.

Pricing

- The school agrees to pay the Council the price for the services in accordance with

the prices set out in the price list below. All prices exclude VAT, which will be added separately to your invoice (if applicable).

- For schools signing up for the financial year 25/26, you should receive the invoice for your main SLA in the autumn term 2025. Any additional meetings undertaken throughout the year will be charged on an ad hoc basis.
- Pricing for all available services is details in Appendix II

Next Steps

Whether you are continuing with the clerking service or signing up for the first time, you will need to provide details of all the services that you wish to purchase by e-mail to donna-marie.muir@southwark.gov.uk or by filling in this [Microsoft form](#).

In order to ensure you benefit from the full range of services we offer we need a response from you by the end of the summer term. If you wish to reduce or withdraw from the service you must give a full term's notice.

You are reminded that the decision to change the clerking service you are using rests with the Governing Body.

We look forward to our continuing working partnership in the year ahead.

Governor Training and Development Service Level Agreement

As part of the school's leadership and management team, governors require a range of skills and qualities in order to carry out their roles effectively. Each governing board's continued professional development is an integral part of a school's effectiveness and growth. It is therefore essential that governors have access to high quality guidance, information and training and development opportunities.

Our SLA offers a diverse range of relevant courses to help governors effectively fulfil their duties and fully engage in the key areas of school improvement and strategic leadership. Our service has been working in partnership with schools for over 30 years to develop and support school improvement with creative and effective governance practice.

The training and development programme is open to governors from any school, including maintained, academy and free schools. It offers a broad spectrum of courses, briefings and events which are led by high calibre, experienced governance practitioners, both from the local authority and independent providers. The content of the programme is updated regularly to reflect changing legislation, local and national developments and initiatives, and can be modified to meet the specific needs of an individual governing body on request.

Feedback received through a regular quality survey indicates that the training and development service is highly valued by governors and schools.

Key features

- A comprehensive annual programme of training courses and events for school and academy governors and trustees covering a wide range of governance and educational matters.
- Comprehensive induction sessions which provide a thorough introduction to governance.
- Unlimited access to all centrally run courses and events (10 to 15 sessions each term) for all members of your governing body.
- A bespoke training session for your board on a topic agreed by your board.

This service includes

- Training and development sessions delivered by experienced trainers and facilitators with the relevant subject knowledge.
- Regular electronic programme updates on courses on offer.
- Telephone and email support and advice on governance training and development.
- Electronic copies of presentations and training materials to share with your governing body.
- Provision of training and development records for each governor to facilitate skills audits and governance reviews.
- Certificates of attendance can be provided upon request.

General performance standards

- We aim to deliver excellence in the services we provide and will work closely with schools to ensure we are supporting you in the most appropriate and effective way.
- We undertake regular evaluation of training courses to quality assure the provision and that delivery objectives have been met. We also carry out a joint customer survey with the clerking and advisory service.

Pricing

- Pricing is detail in Appendix II
- Governors from non-subscribing schools will be charged a pay-as-you-go basis, as follows:
All other courses in the programme - £95 per governor per course (£100 academies)

Cancellations

A cancellation fee of £35 will be charged per place for non-attendance or cancellation of any sessions within 3 working days of the session date. This is to cover the costs incurred on your behalf with regard to course administration.

Next Steps

Whether you are continuing with the training and development service or signing up for the first time, you will need provide details of all the services that you wish to purchase by e-mail to [donna- marie.muir@southwark.gov.uk](mailto:donna-marie.muir@southwark.gov.uk) or by filling in this [Microsoft form](#).

In order to ensure you benefit from the full range of services we offer we need a response from you by the end of the summer term. If you wish to reduce or withdraw from the service you must give a full term's notice.

Appendix I – Support included/not included in Clerking and Advisory SLA (not detailed above)

Support	Covered in SLA	Detail
Parent/staff elections	Yes	Guidance and templates to enable you to run an election can be provided by your Governor Development Advisor. It is the responsibility of the school to arrange a returning officer for the election.
Policy schedule	Yes (If requested)	Governor Development Advisors can take responsibility for the policy review schedule. Agreement on who takes responsibility should be discussed and minuted along with an approved format for review.
Governor Effectiveness Audit	Yes	Governor Development Advisors can support boards in using the Governor Effectiveness Audit tool on GovernorHub. Effectiveness or skills audits outside of this should be delegated to a member of the board.

Meeting newly appointed chairs and headteachers.	Yes	Governor Development Advisors and the Head of Service will welcome new chairs and headteachers with an introductory meeting. Governance forms a key part new Headteacher induction within the wider Headteacher induction programme.
Advice on governance structure and constitution.	Yes	Governor Development Advisors can support with change of Instrument and also give advice on governance structure.
Website Compliance Audit	No	Governor Development Advisors will provide supporting documentation and a website compliance checklist, however, website compliance checks should be undertaken internally or by a nominated governor.
GIAS	No	Access to GIAS is limited to nominated school staff.
Guidance on link governor visits.	Yes	Your Governor Development Advisor will be able to support you with guidance on link governor visits, including providing template visit forms. They can also offer advice on frequency and suggest appropriate strategic focus for visits.
Regular communications with information, guidance, news, and updated policies.	Yes	All boards receive regular communications via the Southwark Schools Bulletin, GovernorHub and Governors Forums. Regardless of whether they subscribe to the SLA. Schools in the SLA will have a nominated Governor Development Advisor who is available by phone should they have any questions or require advice or follow up.
Governor recruitment	Yes	Boards are advised to use Governors for Schools for governor recruitment, however, we do actively recruit from within the council programmes also such as Black on Board so are often able to support schools with recruitment internally also. Please let your Governor Development Advisor know.

Governor induction	Yes	Governor induction is available through the training SLA.
Clerking additional meetings	No	Extra meetings are not included in your original costs but we are always available to clerk additional meetings. This is an additional charge.
SFVS	No	It is important that nominated governors undertake the SFVS with the appropriate person at school. This is to ensure that governors have a full understanding of school context and areas of development highlighted within the SFVS.
External Governance review	No	External governor reviews need to be commissioned separately and have an additional charge. If you are considering an external review of governance, please contact the Head of Governor Services.
Access to The Key Knowledge	Yes	All schools that buy into the SLA will receive access to The Key Knowledge.

Appendix II – Pricing

Product	Single Board Maintained	Single Board Trust	Single Board Out of Borough
Core Package of 3 meetings (includes full access to GovernorHub and GovernorHub Knowledge)	£2400	£3000	£3000
Each additional Full Governing Board	£550	£850	£850
Committee Meetings	£550	£650	£650
Extra-Ordinary Full Governing Body Meetings	£500	£600	£600
HR Hearings, Reorganisation Meetings, Parental Complaints Panels, Pupil Discipline Panels	£650 (per day)	£650 (per day)	£650 (per day)
Note taking at Ofsted feedback meeting	£200	£200	£250
Note taking for investigation meetings (complaints, grievances)	£50 per hour (includes meeting length and time to draft notes)	£50 per hour (includes meeting length and time to draft notes)	£50 per hour (includes meeting length and time to draft notes)

Product	Schools that buy into clerking or training	Schools that do not buy into clerking or training
GovernorHub (database only)	FREE	FREE
GovernorHub – all access including GovernorHub Knowledge	Included in SLA Price	£450 plus VAT (where applicable)

Training Pricing

Single Board Maintained	Single Board Trust	Single Board Out of Borough	Multi Academy Trust
£1,050	£1,150 + VAT	£1,150 (plus VAT if Trust)	POA