

SERVICE SPECIFICATION

Governor Services Academic Year 2026 – 2027

What our service offers

Our Governor Services team provides high-quality professional clerking and expert advice to support effective school governance.

We help governing boards understand their roles, statutory duties and responsibilities as part of strong school leadership.

Clerking, advice, and training

Our core package includes:

Clerking

- clerking for **3 full governing board meetings**
- planning and preparing agendas
- electronic distribution of papers
- producing accurate, timely minutes
- a **half-termly update paper** on national and local governance issues
- a **termly briefing** from the clerk at the start of each full governing board meeting

Governance advice and support

- regular Ofsted preparation reminders and updates
(*A full Ofsted Inspection Preparation package is also available*)
- advice on membership, attendance and governor roles
- support with developing the governing board's strategic plan, including an optional end-of-year meeting with the headteacher and chair



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- legal advice on all areas of governance, including:
 - > pupil discipline committees
 - > staff discipline committees
 - > complaints

(Further details are provided below)

- supply and analysis of a governing board skills audit
- ongoing telephone and email support for all governance matters

Training

Access for all governors to **Royal Greenwich Governor Services CPD** throughout the year (training supports statutory duties and Ofsted readiness).

Optional add-on clerking

Schools may commission clerking for additional committee or governor meetings.

Discounts and conditions

- schools receive a **10% discount** on all additional meetings commissioned for the academic year
- the core package covers meetings up to **2 hours**
- additional time is charged at **£21 per half hour**
- two consecutive committee meetings can be scheduled in one 2-hour slot and charged as **one meeting**
- meetings cancelled within **48 hours**, unless due to exceptional circumstances (e.g., Ofsted inspection, inquorate meeting due to illness), will be charged at **50% of the meeting cost**



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Panel hearings, complaints, and investigations

These services are charged only when used. We recommend that schools discuss their requirements with their clerk before requesting support.

Schools also have the option to purchase **10 hours of additional clerking support** at a **10% discount** on the standard hourly rate of **£42 per hour**.

Schools can also commission clerking for **individual one-off committee meetings** as required.

Panel hearings, including exclusions:

We provide:

- organisation of panel constitution
- preparation and circulation of papers
- clerk attendance at the hearing
- production of minutes
- follow-up support and guidance after the decision

Complaints:

- advice and guidance to ensure the governing board follows correct processes and responds appropriately

Investigations:

- advice and guidance throughout the investigation
- organisation of suitable investigators
- preparation and circulation of documents
- clerk attendance at investigation meetings
- preparation of minutes
- follow-up support after the outcome



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Additional services

We also offer:

- whole governing board bespoke training (2 hours)
- clerking of additional meetings
- governance reviews
- desktop reviews of governance documents
- safer recruitment training
- academy trust support, including clerking and advice for trustees

Contact Details

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Governor Services Manager

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Performance Monitoring:

All services will be suitably and regularly monitored to ensure targets are consistently being met, in an effective and efficient manner.

