

# CAMBRIDGESHIRE GOVERNOR SERVICES

*Advice, training and support for governors*

## **Our Mission Statement**

**To help governing bodies in Cambridgeshire to fulfil their strategic role in securing school improvement, through the effective delivery of a range of high quality support and development services, incorporating the key values of autonomy, self-evaluation and challenge.**

## Cambridgeshire Governor Services Team

**Cambridgeshire Governor Services, Box No. CC1109, Castle Court,  
Shire Hall, Castle Hill, Cambridge CB3 0AP**

### **Carol Peel - Manager, Cambridgeshire Governor Services**

Telephone: 01223 715320

Email: [carol.peel@cambridgeshire.gov.uk](mailto:carol.peel@cambridgeshire.gov.uk)

Carol has overall responsibility for Cambridgeshire Governor Services. She provides support and advice for governors, clerks and headteachers, and works with schools experiencing challenging circumstances. Carol also has line management responsibility for our Camclerks' Clerking Service.

### **Tina Hubbard - Business and Development Manager**

Telephone: 01223 715321

Email: [tina.hubbard@cambridgeshire.gov.uk](mailto:tina.hubbard@cambridgeshire.gov.uk)

Tina has responsibility for the day-to-day management of the Camclerks Service. She organises the service's finances, including collection of subscriptions from schools. Tina's role also includes management of the CCC website and Education Portal for Cambridgeshire Governor Services.

### **Julia Newman - Training and Development Manager**

Telephone: 01223 715322

Email: [julia.newman@cambridgeshire.gov.uk](mailto:julia.newman@cambridgeshire.gov.uk)

Julia co-ordinates the compilation of the annual Governor Training and Development Programme for governors. She provides training and support for clerks of governing bodies and is responsible for updating the Governor Handbook. Julia is responsible for recruitment of Camclerks and for their on-going training needs. Julia works term-time.

### **Sylvia White - Business Support Officer**

Telephone: 01223 715323

Email: [sylvia.white@cambridgeshire.gov.uk](mailto:sylvia.white@cambridgeshire.gov.uk)

Sylvia is responsible for LEA governor appointments, and provides professional advice to clerks, governors, headteachers, Local Authority officers and County Councillors. Sylvia works part-time.

### **Kelly Morley - Business Support Assistant**

Telephone: 01223 715324

Email: [Kelly.morley@cambridgeshire.gov.uk](mailto:Kelly.morley@cambridgeshire.gov.uk)

Kelly is responsible for the administration of course bookings for the core training programme and for in-house bookings. She also liaises with tutors and venues about course arrangements. In addition, Kelly deals with the administration and production of training materials.

### **Judith Appleby - Business Support Assistant**

Telephone: 01223 715325

Email: [judith.appleby@cambridgeshire.gov.uk](mailto:judith.appleby@cambridgeshire.gov.uk)

Judith is responsible for the implementation of the governor recruitment strategy and the distribution of service publications and information to schools including weekly collation and dispatch of new governor welcome packs. She also provides business support for Carol and administrative support for finances, CCC website and the Education Portal. Judith works part-time term-time.

### **Catherine Stokes - Business Support Assistant**

Telephone: 01223 706387

Email: [catherine.stokes@cambridgeshire.gov.uk](mailto:catherine.stokes@cambridgeshire.gov.uk)

Cathy is responsible for the administration of governing body membership data and provides administrative support for the Camclerks Clerking Service. Cathy works part-time term-time.

### **Governor Helpline**

Telephone: 01223 715323

Email: [governor.training@cambridgeshire.gov.uk](mailto:governor.training@cambridgeshire.gov.uk)

All members of the administrative team respond to phone and email queries to the governor helpline. In some cases queries are referred on to the Manager of Cambridgeshire Governor Services or other colleagues with particular expertise, as appropriate.

### **Camclerks Team**

Cambridgeshire Governor Services recruit, employ and train clerks to work for schools' governing bodies.

## We Provide

- A telephone helpline service
- In-house training for the whole governing body from a range of topics including self-evaluation
- A comprehensive training and development programme for governors and clerks
- An annual conference for governors
- Opportunity for governing bodies to achieve Governor Mark status
- A **Governor Handbook** written especially for Cambridgeshire governors
- Advice and practical support in advance of and after an inspection
- Up-to-date information on legislative changes
- Guidance on roles and responsibilities
- Guidance to support governors' role in relation to school improvement
- Termly Local Authority briefing and consultation meetings on topical subjects for governors
- Specialist support and guidance for Clerks including termly briefing meetings and a telephone and email helpline
- The option on subscribing to the Camclerks Clerking Service
- A website: [www.cambridgeshire.gov.uk/geducation/governors](http://www.cambridgeshire.gov.uk/geducation/governors)
- Education portal accounts for every governor: [www.ccceducation.net](http://www.ccceducation.net)
- Support for new or inexperienced governors including an induction programme and a welcome pack
- "Learning Together" – a termly magazine
- Advice on the appointment process for LEA governors
- Governor recruitment kit available for loan
- Maintenance of a database of the membership of governing bodies in Cambridgeshire
- Access to a representative of the Governor Advisory Group
- Access to guidance notes and service leaflets
- Suggested agenda items for governing body meetings circulated to schools each term
- Headteacher recruitment and selection pack

## Camclerks Clerking Service

Governing bodies can also subscribe to the Camclerks Clerking Service, in addition to their regular Cambridgeshire Governor Services subscription. Camclerks recruits, trains and employs clerks on behalf of governing bodies. For further details, please contact Cambridgeshire Governor Services.

## **Termly Briefing and Consultation Meetings**

These are held at the beginning of each term in a variety of locations across the county. The sessions are intended to equip governors with the information they need for the forthcoming term's governing body business. The agenda for the briefings reflects the key issues facing the education service for the term ahead and is co-ordinated with the Suggested Agenda Items listing circulated to schools.

## **In-House Training for the Whole Governing Body**

Many aspects of governors' training are most successful if they involve the whole governing body training together. Courses that focus on team building and the requirement for the governors to work corporately are examples of this. Other examples of when this might be appropriate are when a school is coming up to an inspection, compiling a post-inspection action plan, or dealing with some other development that is especially relevant to its circumstances at the time. In-house training can take place at your own school. Please refer to the Governor Training and Development Programme for the full list of available courses and details of how to arrange one for your school.

## **Governors E-Learning (GEL)**

Cambridgeshire Governor Services has joined a project group made up of number of Local Authority Governor Service Teams working with the Eastern Leadership Centre to provide online training opportunities for governors to complement existing face to face governor training.

The materials will provide governors with a chance to access some training from their own homes or schools. We hope they will encourage governors to enrol on courses from the Governor Training and Development Programme to pursue further learning in their particular areas of interest. For further details, contact Cambridgeshire Governor Services.

## **Governor Recruitment**

Cambridgeshire Governor Services tours the county to promote the role of governors and to encourage the recruitment of new governors. We also have governor recruitment information available. For further details, contact Cambridgeshire Governor Services.

## **Support for New or Inexperienced Governors**

### **The Induction Course for New Governors**

This course is an important element of a new governor's induction programme and it is expected that all new governors attend. It covers the essential aspects of a governing body's responsibilities and provides an opportunity for participants to discuss how best to approach their role as a governor.

It offers confidence to newly appointed governors and it can be useful to any governor in their first 4-year term of office. Over one day, or three 2-hour evening sessions you will cover three modules:

The Strategic Role of Governors ~ The Critical Friend ~ Ensuring Accountability

## **Support for Clerks**

We offer all clerks specialist support and guidance including:

- A telephone helpline
- Termly briefings on topical issues
- Email helpline and information service
- Access to all training and development courses
- Managing the Work of the Governing Body – CD Rom step-by-step guide to working strategically for governing bodies and their clerks

## **Governor Advisory Group**

The Governor Advisory Group (GAG) consists of elected governor representatives from nursery, primary, secondary, special and church school sectors and nominated representatives of headteachers, teacher unions and governor associations. The remit of GAG is to advise on:

- Cambridgeshire Governor Services development
- Consultation and communication with schools and governors
- Provision of support and information to governors and governing bodies

## **Parent Governor Representatives (PGRs)**

Parent Governor Representatives (PGRs) are parent governors elected by other parent governors to represent the views of all parents, in an apolitical way, on local authority overview and scrutiny committees and sub-committees dealing with education. PGRs have speaking rights on any issue under discussion by the committee, but may only vote on issues relating to education.

Each local authority must appoint at least 2 and not more than 5 PGRs to each committee or sub-committee dealing with education issues. PGRs serve a term of office of not less than 2 but no more than 4 years.

The role of the PGR is, primarily, to hold their authority to account by consulting with and feeding back to parents on discussions and decisions relating to education. Please contact Cambridgeshire Governor Services for further information.

## **Governor Mark – Quality Mark for School Governance**

Governor Mark has been developed by GLM (Governance, Leadership and Management) Oxfordshire, Cambridgeshire and Warwickshire County Councils working in partnership. It is supported by the DCSF. Governor Mark has been designed to recognise the quality of the contribution to school leadership and management governing bodies make.

It has been developed for schools to achieve validated recognition for the quality of their governance as they already can for other aspects of their provision, for example through achieving Investors in People, Charter Mark or Sports Mark status. It measures the working practices of the governing body and their impact on the school. For further details, contact Cambridgeshire Governor Services.

## **Self Evaluation for Governing Bodies**

Cambridgeshire Governor Services offers self-evaluation materials for governing bodies. **The Governor Index** can be used by a governing body with the aid of a facilitator. These materials enable governing bodies to review their own performance in a systematic way and to identify any action needed.

## **Cambridgeshire Education Portal**

The portal was launched in 2004 as a single point of access to information for everyone involved with schools in Cambridgeshire, both school-based and local authority staff. In February 2007 all governors were issued with accounts. The portal is a website containing:

- A database of education resources
- Communication tools
- Online storage space

The Cambridgeshire Governor Services Home Page can be located by searching by Resource ID: 3419 – the home page provides information on training, briefings, etc and a link to the governors' community.

## Quality Statement

The Cambridgeshire Governor Services Team is committed to providing an efficient and effective quality service that meets the highest standards of delivery.

We work to predetermined standards that are monitored through our Quality Assurance Strategy.

Delivery of the service will be in accordance with principles of:

- High standards
- High expectations
- Partnership
- Value for money

Planning of governor training sessions aims to ensure that they:

- Are relevant to governors in fulfilling their role
- Are interactive
- Have aims and a structure
- Use a variety of appropriate activities and training methods
- Provide supporting materials
- Begin and end punctually
- Are led by tutors with expert knowledge of the subject matter and an understanding of the role of governors
- Invite evaluation feedback from participants

Cambridgeshire Governor Services will:

- Provide a friendly and welcoming response to all enquiries
- Provide access to its services in a variety of ways to suit all different governors' circumstances
- Ensure confidentiality whilst having regard to the provisions of the Freedom of Information Act
- Provide effective training and support for governors and clerks
- Provide support for schools experiencing challenging circumstances
- Provide an efficient course booking system
- Maintain a database of governing body memberships
- Administer LEA governor appointments