

**CAMBRIDGESHIRE GOVERNOR SERVICES****Appendix 1****Schedule of Services and Costs 2011/12****Training and Development**

	Subscribing Maintained Schools/ Academies/ PRUs	Cambs Pay as You Use Maintained Schools/ Academies/ PRUs	External Customers
Safer Recruitment face-to-face training by the Children's Workforce Development Council (CWDC)	£130 per governor, Head or staff member	£210 per governor or staff member	£320 per place
Access to e-learning training and information modules on the Governors E-Learning (GEL) website. You can access the site by navigating to www.elc-gel.org then click on REGISTER to enter your details, after which you will receive an email confirming your access status.	Free	£88 per governor	
Access to the Cambridgeshire Education Portal including membership of the governor community. Access to information for non-subscribing schools is restricted in line with above subscription entitlements.	Free account provided for every governor & clerk	£88 per governor	
Welcome pack for governors/clerks (includes current training programme and magazine)	Free	Free	
A handbook will be available electronically for all governors and clerks	Access for each governor/ clerk	Access to electronic copy £55	Access to electronic copy £110
Induction course for new governors, based on DfE National Training Programme for Governors	Free for governors and associate members	£260 per governor or associate member	£320 per place
Induction course for new clerks, based on the National Training Programme for Clerks to Governing Bodies	Free	£260 per place	£320 per place

	Subscribing Maintained Schools/ Academies/ PRUs	Cambs Pay as You Use Maintained Schools/ Academies/ PRUs	External Customers
Clerks' Accreditation Programme, based on materials provided by ISCG (includes training on compiling a portfolio leading to an accreditation award) Note: No charges incurred for Camclerks Clerking Service subscribing schools	£85 plus £60 per portfolio forwarded for assessment	£210 plus £110 per portfolio forwarded for assessment	£320 plus £170 per portfolio forwarded for assessment
One in-house course per school, either 1 or 2 hours, per year subject to the agreement of a mutually agreed topic and date	Free	£360	
A comprehensive programme of training courses and briefings for individual governors and associate members.	Free - no limit on no. of courses attended	Session prices per governor:	Per place
Two-hour session	Free	£110	£210
Half day course	Free	£160	£260
Full day course	Free	£260	£320
Termly Briefing and Consultation meetings for governors with senior officers of the Local Authority and elected members. Information about latest developments in education.	Free for governors and associate members	Free for governors and associate members	£220 per place
Access to a selection of governor training courses offered by Peterborough Governor Development Service and Norfolk Governor Services	Free - no limit on no. of courses attended	Session prices per governor	Per place
Two-hour session	Free	£110	£210
Half day course	Free	£160	£260
Full day course	Free	£260	£320
Termly edition of <i>Learning Together</i> magazine	Free access per school/ academy	Free access per school/ academy	
An Annual Conference for governors and associate members	Unlimited number of free places	£260 full day £160 half day per place	£360 full day £220 half day per place

	Subscribing Maintained Schools/ Academies/ PRUs	Cambs Pay as You Use Maintained Schools/ Academies/ PRUs	External Customers
An Annual Conference for clerks	Free	£260 full day £160 half day per place	£360 full day £220 half day per place
Support/consultancy to schools experiencing challenging circumstances (eg. Post OfSTED inspection)	Price determined within Intervention Plan	Price determined within Intervention Plan	
Access to a representative of the Governor Advisory Group	Free	Free	
A telephone and email help-line for legislative and other enquiries for governors and clerks	Free	£600 per annum	
Access to governor guidance notes and service leaflets	Free	£500 per annum	£1,100 full set of guidance notes £300 recruitment leaflets
Suggested Agenda Items for Governing Body Meetings issued termly to schools	Free	Free	
Headteacher recruitment & selection guidance and materials	Free	Free	To be negotiated
Governor Recruitment Kit available on loan (display board with information and materials for recruitment purposes) - also Powerpoint slideshow available on the Education Portal and other governor recruitment resources	Free	Free	
Managing the Work of the Governing Body – CD Rom step-by-step guide to working strategically for governing bodies and their clerks.	Free		
Administration and advice on Authority governor appointments	Free	Free	
Cancellation of course booking where less than 7 days' notice is given or non-attendance	£60	£110 – or actual cost of session if higher	£220 – or actual cost of session if higher

CAMCLERKS CLERKING SERVICE

A clerking service is available to schools as a separate subscription option.

The Camclerks Service recruits and employs clerks and ensures they attend both initial and ongoing training, based on the National Training Programme for Clerks. Camclerks work to a job description based on a national model, originating from DfE, which includes the aspects of advising the governing body on procedures and acting as the “guardian of the rules” for the governing body.

The Camclerks Service provides a secure system for storing the school’s electronic information and for transmitting it electronically. Camclerks save their work on the Cambridgeshire County Council server, so records are backed up and not at risk by being stored on a personal computer. These records are only accessible to the Camclerk and Managers of Cambridgeshire Governor Services. Camclerks are also using Cambridgeshire County Council systems to email, which ensures that the school’s information is secure. Camclerks have had training on these new systems and this will be ongoing. These measures are in line with Government advice to schools that it is their responsibility to make sure their confidential and sensitive information is kept safe.

The annual subscription covers:

- Clerking for six governing body meetings per year (includes preparing agenda, attending the meeting and preparing the minutes)
- Provision of procedural and legal advice
- Management and administration of governing body membership
- Dealing with the governing body’s correspondence

If the school requires extra meetings to be covered, additional hours can be bought in.

The subscription is subject to annual review and reflects the costs of service delivery. Schools taking up the service part way through a school year will be charged pro-rata.

Camclerks Service (April 2011 – March 2012)	Subscribing Schools	Camclerks Service (April 2011 – March 2012)	Cambs Pay as you Use Schools
Annual Subscription	£1,305	Cost of clerking cover for a Full GB or committee meeting (emergency cover)	£170
Cost of each additional meeting	£97	Specialist clerking – clerking a high level meeting (eg staff dismissal, pupil exclusion, complaints)	Charged an hourly rate + associated costs and admin charge of £20
Specialist clerking – clerking a high level meeting (eg staff dismissal, pupil exclusion, complaints)	Charged an hourly rate + associated costs and admin charge of £20	Specialist clerking – clerking a high level meeting (eg staff dismissal, pupil exclusion, complaints) – subject to availability of a Camclerk	Charged an hourly rate + associated costs and admin charge of £20

For further information contact:

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