

Governor Services

Service Level Offer

Introduction

Governor Services is part of the School Improvement Performance and Partnership (SIPP) Division within Solihull's Children's Services Directorate. The GSU is line-managed by Mike Howell, the Team Leader, Leadership and Management Team.

The principal role of Governor Services is to support governing bodies in the proper conduct of their duties. It ensures that:

- All schools have legally constituted governing bodies.
- The Authority meets its obligations for the appointment of LEA governors.
- The effectiveness of governing bodies is supported and developed through the provision of appropriate advice, information and training.

Governor Services is committed to providing high quality services and meets its obligations through:

- Ensuring that all governing bodies have an approved instrument of government.
- Filling LEA governor appointments.
- Maintaining a database of all members of governing bodies.
- Providing development programmes for governors.
- Providing information and advice to governing bodies and their clerks.
- Providing a focal point for school governance issues within the Authority.

Governor Services has the following staff:

1 x Coordinator – Full time

2 x Administrators – Each 20 hours part-time, term time only.

It is part-funded by the Authority to meet statutory obligations and part-funded by governing bodies through the buy-back of service packages.

Service Details

Instruments of Government

In relation to governing body instruments of government, Governor Services:

- Provides advice on the regulations related to governing body constitutional matters and offers templates for instruments of government for all categories of school.
- Prepares and confirms draft instruments of government for legal approval by the Authority and for agreement by the Cabinet Member Education and Children's Services.

- Maintains a record of all instruments of government for maintained schools in Solihull.

Governor Appointments

Governor Services maintains a database of all governor appointments. In particular, it:

- Issues a welcome pack to all categories of new governor.
- Monitors and reports on LEA governor appointments.
- Presents details of LEA governor candidates for approval by Cabinet Member Education and Children's Services.
- Maintains governor ethnicity data.
- Liaises with the School Governor One Stop Shop on governor recruitment.
- Conducts exit surveys with leaving governors.

Development Programmes, Information and Advice

Governor Services offers the following services:

- A programme of relevant seminars and courses throughout the year including coverage of the DfES national training courses for Chairs, governors and clerks.
- Development seminars for individual governing bodies on agreed topics.
- Newsletters on topical matters.
- A helpline service to deal with individual governing body problems and concerns.
- A website providing access to key governor information and links to national organisations.

Service Development

- Governor Services reviews its services annually as part of the SIPP Divisional Planning process.
- Governor Services meet with the Governor Services Advisory Group to assist in the development of services.
- Delegates are given the opportunity to evaluate the development courses they attend and these are used to identify improvement opportunities.
- Feedback and suggestions for new services are welcomed at all times.

Service Standards

All services are provided by suitably trained and qualified staff.

Service Charges

Governor Services offers its services to governing bodies on a buy-back basis with charges being related to the size of governing body. Details of current service packages are available to governing bodies on request.