



# Hampshire Services

GOVERNOR SUPPORT

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## **Hampshire Clerking Service Terms and Conditions 2024/2025**



**Hampshire**  
County Council

[www.hants.gov.uk](http://www.hants.gov.uk)

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**NB** - Reference in this document to governors and headteachers should be taken to include trustees and principals in academy settings.

# Hampshire Clerking Service

## TERMS AND CONDITIONS

### Introduction

The standard Hampshire Clerking Service provides the services of a clerk for 66 hours per financial year which covers:

- 60 hours clerking for the full board per year, based on 10 hours per meeting, and 6 hours standard administration time;
- proactive support with agenda setting, including the production of a draft agenda for each meeting;
- e-mailing or posting on-line the agenda and all supporting paperwork;
- attendance at meetings to take minutes and provide advice on governance issues, when required;
- the preparation, amendment and issuing of the minutes within 14 days of the meeting;
- general administrative support for the board including timetabling its work, monitoring policy reviews, maintaining an accurate record of its membership, keeping a register of governor interests and their attendance at meetings, dealing with correspondence and filing.

The clerking of committee meetings, additional board meetings, or any other extension of duties can be added to the standard agreement when it is set up. Any in-year changes to the arrangement can be made by mutual agreement between the board and the clerk. Governor Services must be advised of any such changes, with confirmation of the additional hours involved, so the additional charge can be raised and the Clerk's pay adjusted accordingly.

The standard service is charged on a financial year basis, in advance to the school. Any additional hours negotiated at the commencement of the agreement will be charged in the same way. Ad-hoc requests for extra work will be charged at a higher rate to reflect the increased administrative costs for requests made in this way and will be charged as soon as possible after the additional hours have been notified to Governor Services. If there is more than one change to the contracted hours in the financial year, the additional changes will incur an administration charge of £25 each.

Boards subscribing to, or leaving, the Clerking Service part way through the financial year are charged or refunded proportionately, **after allowing for the relevant notice period**. The charges are reviewed each year and boards are notified of any changes in the pricing arrangements in the first half of the spring term.

Full details of the charges relating to the different options available through the Clerking Service are contained in Appendix 1 (page 12).

The clerking of complaints, pupil suspensions/exclusions and staff hearings is **not** included as part of the standard service. If a clerk is needed to undertake this type of work the board must contact the Clerking Service Team for further advice.

## **The Local Authority's responsibilities**

The LA will:

- provide a clerk who is suitably qualified by virtue of in-service training
- provide training, mentoring and access to all relevant reference materials to enable the clerk to effectively carry out their role
- where possible, provide a cover clerk if the board's designated clerk is unable to attend a meeting
- provide another clerk, as soon as possible, if the board's designated clerk is unable to continue in the role
- follow up any performance issues that cannot be resolved informally with the clerk by the chair, in line with Hampshire County Council's agreed capability and disciplinary procedures
- provide an alternative clerk if the performance issues are not resolved following appropriate action being taken to address them
- consult with the chair, the clerk, and the school on material changes to these terms and conditions
- provide the administrative and payroll functions relating to the recruitment and employment of the clerk
- process charges and refunds in line with the policy in Appendix 1
- evaluate the effectiveness of the Service on a three-year cycle

## **The clerk's responsibilities**

The clerk will:

- establish a timetable for full board and committee meetings (where applicable) for the academic year
- maintain appropriate communications with the chair to ensure that the service is delivered effectively, to agreed timescales
- advise the board on procedural matters and follow up on any issues that cannot be resolved immediately with the LA, Diocesan authorities, or other outside agencies, as appropriate
- produce a draft agenda for each meeting to be clerked, consult with the chair and the headteacher over its content and provide advice on relevant items to be covered as a result of national changes to governance or education policy
- respect the confidentiality of board proceedings and comply with the current general data protection regulation
- at least 7 days in advance of the meeting provide access to the agenda, including all related papers, to:
  - all governors
  - non-governing headteachers (if applicable)

- associate members (if applicable)
- the appropriate Diocesan Director of Education for Voluntary Controlled and Voluntary Aided Schools (if applicable)
- deal with all incoming correspondence and act as correspondent as directed by the board or chair
- attend all meetings covered by the agreement to take the minutes, provide guidance on procedural and constitutional matters, and ensure that they are conducted in accordance with the requirements of the prevailing legislative framework
- prepare draft minutes, within 7 days of the meeting, for approval by the chair and forward a copy to the headteacher as a matter of courtesy, unless advised otherwise by the board
- ensure minutes accurately reflect the content of the meeting and are proof-read/spell-checked
- within 14 days of the meeting, provide access to the minutes agreed by the chair, and any additional related papers to:
  - all governors
  - non-governing headteachers (if applicable)
  - associate members (if applicable)
  - the appropriate Diocesan Director of Education for Voluntary Controlled and Voluntary Aided Schools (if applicable)
- ensure that there is a copy of the signed minutes available for inspection by the public at the school or academy
- maintain relevant files and records for the board's work, including a complete set of confirmed minutes of full board meetings, committee meetings and all other associated paperwork
- ensure that any confidential minutes are filed separately from the main minutes (in a secure location in school) so that they are not made available to the public
- maintain an accurate record of the membership of the board, and its committees (where appropriate)
- collate governor attendance data for board and committee meetings annually
- update Hampshire Services for Schools with all changes in the board's membership or governor details within 7 days of receiving the information
- provide the member of staff responsible for updating the school website and the 'Get information about schools' website with any membership/officer changes, a copy of the register of governors' interests and governor meeting attendance
- For academies only, provide the company secretary with details of any trust board membership changes, so that Companies House records can be updated
- notify any relevant appointing bodies of relevant forthcoming governor vacancies, at least eight weeks before the governor's term of office is due to end

- notify the board of forthcoming co-opted, local authority, partnership, and trustee vacancies well in advance of the term of office end date
- notify the headteacher of forthcoming elected governor vacancies well in advance of the governor's term of office end date
- agree practical administrative procedures with the board and school to facilitate effective governance
- notify the board and Governor Services, as soon as possible, if they cannot attend a meeting so that a substitute clerk can be arranged, where possible
- attend the LA's development training course for new clerks and gain accreditation through The Accredited Clerks' Programme
- keep abreast of changes to the legal duties and responsibilities of governors and boards by attending the two Clerks' Support meetings each year, referencing Hampshire Services for Schools, Fortnightly Updates, Termly Governors' and Clerks' Newsletters, plus Hampshire School Communications
- participate in Hampshire County Council's performance review process to evaluate the standard of their work over the year and to agree any areas for development, see Appendix 2 (page 13)
- advise Governor Services of any training needs following an appraisal
- advise Governor Services of any additional hours to be worked on an ad-hoc basis so that the school can be charged accordingly
- keep an accurate record of any additional work undertaken, promptly submit pay claims and ensure that there is email confirmation from the board that it has authorised the hours claimed
- undertake any other reasonable activities as agreed with the board
- provide the board and Governor Services with as much notice as possible when resigning from the role (preferably at least half a term to allow time to find a replacement or put in place cover arrangements)

All the standards listed above will apply to academy local governing board and committee work, where applicable.

## **The school's responsibilities**

The school will (where required):

- make the clerk feel welcome when they are working on site
- provide stationery
- provide postage for the distribution of board paperwork
- provide photocopying facilities
- provide accessible/secure filing and storage facilities

The headteacher and/or school staff will:

- attend the introductory meeting for a new clerk assigned to the board, with the chair
- forward to the clerk any correspondence or e-mails received by the school that are relevant to the work of the board
- ensure any papers/reports from the school to be considered at a meeting are with the clerk in time to go out with the agenda
- notify the clerk and governors if any papers/reports have been added to board's electronic filing system within 7 days of the meeting date

## The board's responsibilities

The board will:

- ensure that meetings are held at times and dates convenient for their clerk – if a meeting needs to be re-arranged **it will check the clerk's availability before agreeing the revised date**
- where the clerk is unable to attend a re-scheduled meeting, agree how the hours will be used for alternative work to support the board. If a cover clerk is requested in these circumstances the school will be charged accordingly
- make every effort to avoid meetings in excess of 2.5 hours
- ensure any papers to be considered at a meeting, including committee minutes, are available to the clerk in time to go out with the agenda
- provide the clerk with details of the governors and staff at the school
- ensure that the clerk is not asked to assume duties outside of this agreement without their consent
- agree practical administrative procedures with the clerk and ensure that they are implemented
- provide an opportunity for the clerk to discuss performance on an annual basis, verify the clerk's self-assessment against the responsibilities of the post and return it to Governor Services by the deadline set for the year, see Appendix 2 (page 13).
- look after the well-being of their clerk in line with the school's policy as it applies to all staff members
- provide a term's notice, by e-mail, to Governor Services and the clerk if it wishes to:
  - withdraw from the Service
  - reduce the contracted hours for the year

The change will be effective from the first day of the following term as per the chart below. This is to allow the Service time to find the clerk alternative work with other boards to offset the reduction in their contracted hours.

<b>Change notified to Governor Services</b>	<b>Effective date of change</b>
Summer term	1 <sup>st</sup> January
Autumn term	1 <sup>st</sup> April
Spring term	1 <sup>st</sup> September

The chair will:

- attend an introductory meeting, with their headteacher, when a new clerk is assigned to the board
- return the minutes with any required amendments to the clerk within 7 days of receipt of the draft
- enable the clerk to fulfil the clerking role effectively and to agreed timescales by maintaining appropriate communications
- authorise any pay claims submitted by the clerk for additional ad-hoc hours
- undertake the performance review of the clerk on behalf of the board
- discuss any day-to-day performance issues with the clerk informally and advise Governor Services where appropriate
- formally refer to Governor Services any performance issues that cannot be resolved locally, for consideration of further action by the Service, in accordance with Hampshire County Council's capability and disciplinary procedures
- help Governor Services to fulfil its responsibilities in relation to the above procedures by providing appropriate support to their clerk to address the identified improvement issues
- complete an evaluation form on the Service when requested



## ADMINISTRATIVE PROCEDURES

The working arrangements between clerks, board and schools will vary from one setting to another. It is not proposed to set out prescriptive details of how the day-to-day business of clerking should be conducted. However, the following recommendations are based on the practical experiences of those who have been undertaking the role for some years.

### Background information

New clerks will need the information below to help them be effective in their role. All such information will be treated as confidential.

- Details of the board's committee structure, committee chairs and membership, where appropriate
- A list of current staff and their responsibilities
- A note of any door entry and photocopier code numbers
- Electronic copies of:
  - the agendas and minutes for the last two meetings
  - the board's standing orders / code of conduct
  - the terms of reference of the board's committees (where appropriate)
  - the school improvement plan
  - Instrument of Government (maintained schools)
  - scheme of delegation (academies/free schools)
  - Articles of Association (academies/free schools)
- Details of the times that the school is open and when Administrative and Finance Officers are available
- Any other information by mutual agreement

### Stationery

- Schools are expected to provide stationery for the clerk, if required. Individual requirements will vary according to the facilities available to the clerk.

### Postage

- The expectation is that use of postal communications will be kept to a minimum and **that where possible all governance business will be managed by e-mail** (encrypted where appropriate) or secure cloud-based information management systems.
- If paperwork is to be posted, and it is not going from the school, the clerk should be supplied with stamps.

- The clerk will keep postage records in a format agreed with the school, where required. With each request for more stamps, the clerk will provide the school with a copy of the postage record since the receipt of the last supply.

## Filing

- There must be storage within school where the clerk can file papers and reference materials which is easily accessible and includes a secure area for confidential minutes/papers. Any electronic storage of information should be managed following the relevant Hampshire Governor Services' guidance.
- The clerk will take responsibility for filing board papers e.g. original minutes, copy correspondence, etc. Electronic versions of the paperwork will be provided to the relevant member of staff to add to the school's website, where required.

## Correspondence

- Mutually agreeable arrangements should be made for the distribution of correspondence received at the school for governors, particularly any items marked 'urgent' or 'confidential.' It should not be expected that the clerk will make regular visits to the school to deal with post.
- The clerk will prepare a correspondence list, where required, to go out with the full board meeting agenda.

## Photocopying

- **The expectation is that photocopying will be kept to a minimum** and that most papers and communications will be managed electronically (e-mail – encrypted where appropriate, or secure cloud-based information management systems).
- Where required, the clerk should have access to the school's photocopier at times that are mutually convenient for both them and the school's administrative staff.
- The school will reimburse the clerk if they must use a commercial photocopier. However, such facilities should only be used when documents need to be copied as a matter of urgency. Where the clerk does pay for copying, an invoice or receipt must be obtained in order to reclaim the money from the school.
- It is unreasonable for the clerk to make trips to school to copy small quantities of paperwork.

## **Additional clerking functions available to boards not covered by the standard agreement**

The following functions can be provided at an additional cost. Full details of all the charges relating to the different options available for the current year are shown in Appendix 1.

**In all cases**, if the extra requirements are agreed at the time the standard arrangement is set up, they will be charged at the lower rate. If they are set up on an ad-hoc basis, the higher rate will apply to reflect the increased administrative costs for requests made in this way.

### **The administration and minuting of additional full board meetings**

If the 66 hours provided through the standard service will not be enough time to cover all the planned meetings of the board and the administrative support for governors, additional meeting hours can be agreed at the start of the arrangement. The service provided is the same as that supplied under the standard arrangement and will be charged at the lower rate.

If the board needs an additional meeting on an ad-hoc basis during the year this will be charged at the higher rate.

### **The administration and minuting of committee meetings**

The service standards are the same as those that apply to full board meetings.

The service can be extended to cover the clerking of committee meetings. It is up to the board to decide which committees it wants to include in the arrangement. The time allocation for this work will be 7 hours per meeting, to cover agenda setting, minuting the meeting, preparation and distribution of the minutes, follow-up of action points and maintaining attendance records.

Again, the lower rate will apply for these meetings if they are set up when the standard arrangement is established, and the higher rate will be charged for any ad-hoc committee meetings. For these latter meetings the chair of the board or the committee should authorise the clerk's pay claim. The school will then be charged at the higher rate.

N.B. Allocated hours for pay committees **only** are negotiable between 3 and 7 hours per meeting, to cover agenda setting, minuting the meeting, preparation/distribution of the minutes and maintaining attendance records.

### **The administration and minuting of governor panels**

If the meeting is to deal with a complaint, pupil suspension/exclusion or staff hearing, **Governor Services must be contacted before the clerking arrangements are finalised as this work is not part of the standard contract.** The Service has clerks who have been trained to cover these types of meetings.

The level of service for these meetings includes setting up the meeting, sending out a pre-prepared pack (not the collating or checking of the paperwork to be included in the pack), attendance at the meeting to take notes, preparation of the minutes and sending out the decision letter for pupil discipline and complaint cases. The expectation is that Education Personnel Services or the board's HR advisor will produce the decision letter for staff hearings.

## **Appendix 1: Charges for the options provided through the Hampshire Clerking Service 2024/2025**

### **Standard Clerking Service**

66 hours (full board meetings, membership records, standard administration, advice/guidance, etc.) £2298

If your board is a subscriber to the Governor Services advice, support and training package the price of the Clerking Service is reduced to - £2148

### **The administration and minuting of additional full board meetings**

- Lower rate based on 10 hours per meeting £240
- Higher rate based on 10 hours per meeting £300

### **The administration and minuting of committee meetings**

A minimum of 7 hours per meeting - see notes above.

- Lower rate £24 per hour
- Higher rate £30 per hour

### **Refunds**

Following the relevant notice period, refunds will be made as soon as is practicably possible. Where a board is leaving the Clerking Service, the refund will be on a pro-rata basis based on the full charge and the full rate for committee/additional hours.

Where a refund is due because the Service could not provide the contracted service, it will be made at the lower rate for the relevant number of hours.

Where a board:

- cancels a meeting, no refund will be made;
- changes the date of a meeting to one that their clerk cannot make, no refund will be made. The Service may be able to provide a cover clerk for an additional charge.

In both cases the chair should agree with their clerk how the unused hours will be utilised.

## Appendix 2: LA Clerk's performance review process

All Hampshire County Council employees are required to take part in an annual valuing performance (VP) review. We ask chairs to undertake this process as they work most closely with the clerk of their board.

Clerks need to assess their performance against the requirements of the post as set out in this document and the corporate VP behaviours.

Chairs can then add their comments to the review. This is an opportunity to explore what has worked well and to discuss if there are any actions needed to improve the working relationships between the clerk, chair and other board members. If there are any areas of disagreement, these should be discussed as part of the review process. A copy of the completed review document must be sent to Governor Services [laclerks@hants.gov.uk](mailto:laclerks@hants.gov.uk) **by the end of November**.

The review should recognise the clerk's achievements and successes. If chairs consider that their clerk has put in a substantial effort above what is expected of the role, they can submit a written request for a Special Recognition Payment (SRP) to the above e-mail address. They will need to clearly set out the grounds for the award and to provide details of the work undertaken that demonstrated **exceptional** performance.

Examples might include:

- a piece of exceptional work which is additional to the expectations of the normal day-to-day role;
- a specific and/or substantial contribution that has not been previously recognised through overtime/Acting-up/Secondment;
- innovative practice which delivers improvements or achieves significant efficiency or savings.

**It does not include:**

- ordinary day-to-day work (**even if it has been done very well and to a high standard** – we expect all employees to do their jobs well);
- extra hours where overtime or an Acting-up/Secondment allowance has already been paid;
- regular reward (SRPs can only be paid as a one-off).

The submission needs to be made **by the end of November** and the level of the SRP will be set in line with the current Children's Services Department guidance and within the specified corporate limit.

If performance issues arise during the year the chair must address these with the clerk at a local level. If there are continuing concerns these should be referred to Governor Services. Performance issues must be tackled at the time they occur and **not be left until the end of the year to be picked up through the review process**.