



SERVICES GUIDE

2022-2023

Bucks Education Partnership

Your trusted governance support services provider

BEP governance support services are designed to provide governors with the skills, tools and confidence to improve governance, resulting in a positive impact on the experiences and opportunities for all the children in their schools.

Introduction

Our mission is to drive improvement in governance and to have a positive impact on the experiences and opportunities for all Bucks pupils. Today, we support over 80% of schools across Bucks and we provide a full range of support solutions designed to build the skills and confidence of governors so they can have a real impact. Our focus is firmly on Bucks; we are all from Bucks, our children attend schools in Bucks and we are governors in Bucks schools, as well as sitting on other relevant boards including the Bucks Association of School Governors and the Bucks Children's and Education Select Committee. We have the experience and capacity to support and help strengthen governance across Bucks schools

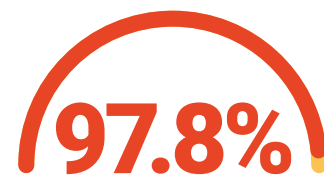
"The presenters were excellent - very knowledgeable - great resources. One of the best sessions I have attended" - Buckinghamshire governor

We provide training, using expert speakers when appropriate, have an advice and consultancy service and run forums for clerks, chairs as well as briefings which focus on governance priorities and challenges for boards. We provide model agenda, tools and templates to support your clerk which help ensure meetings are fully compliant and effective. We have a telephone and email helpdesk offering support and 1:1 bespoke advice and offer our governors complimentary attendance at our annual governance conference which is very well attended and received.

We hope you can see that we have a proven track record and are here to fully support every element of your governing board as it seeks to improve the experiences and opportunities for your pupils.

Please contact us for further information on any of our services.

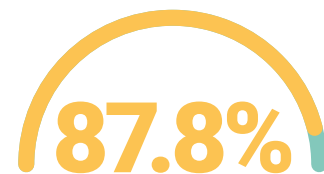
Gwyneth, Zoe and Mandy
Bucks Education Partnership



said that the course they attended will **improve their performance** (as a governor / head / clerk)



said the level of expertise of our trainers was **good or better**



said the level of detail in our courses was **'just right'**

Who we are – the team



Gwyneth Langley

Gwyneth's knowledge has been developed through being a governor, clerk and member of the executive committee of the BASG. She ensures advice is up to date, relevant and focussed on current needs and that support is available when difficult situations present themselves.



Zoe Williams

Zoe has a wealth of clerking, advice, and governance experience. Her background in law informs our compliance and policy function and her understanding of governance enables her to pull together advice and guidance that make real impact. Zoe currently sits on the Bucks Children's and Education Select Committee.



Mandy Lewis

Mandy combines her experience as a local governor and time in industry to ensure our training programme is up-to-date and meets the needs of governors and clerks. Mandy works to ensure our services are responding to governance priorities and challenges.

"I have ideas to go back to the school with so we can develop further. Brilliant speakers who obviously know their subjects and are passionate about education" - Buckinghamshire governor

"In all, a very useful session and an extremely effective use of two hours. Really highlights how good live online training can be - Buckinghamshire Chair of Governors

Our services 2022/23

GovernorHub

£225

GovernorHub is an online portal designed by governors for governors. It allows boards to keep track of meetings and papers, providing an instant body of evidence for your board when you need it most, it saves time and effort and allows you to develop your skills and evidence your efforts.

BEP Advice and Resources

£330

(must be purchased with GovernorHub)

The Advice and Resources package provides governing boards and clerks with:

- direct access to the BEP team via telephone and email throughout the working week. Our team offer 1:1 advice tailored to the challenges your schools is facing. We are happy to talk through any situations or concerns you may have and will act as a sounding board as often as you need us. Schools find this service invaluable particularly when they run into problems or when they are changing processes or procedures. Clerks also value having our experience on hand and will often contact us, and we will work with them as a team to unpick complicated matters. We are up to date with the education landscape, nationally and locally and we are in constant contact with a large number of school leaders, so we are in an ideal position to advise and share best practice.
- access to the clerk support network (on GovernorHub) and regular networking opportunities as well as half-termly briefings for clerks with expert speakers. This service is highly valued by the team of committed clerks in Buckinghamshire, who share knowledge and support with each other through this long standing network.
- termly model agendas and crib sheets telling you what's new and what needs to be done, by whom, in order to discharge your duties as a board. These template documents provide invaluable consistency across a huge number of schools, increasing the efficiency and impact of governing boards as well and minimising the workload for clerks and all those involved in meeting preparation and actions.
- annual model terms of reference and standing orders which are updated to ensure governing boards discharge their duties and remain compliant with the extensive legislative requirements set before them.
- models, templates, information and toolkits to support and inform your board.

"Well structured session with a focus on areas of key concerns with experienced and knowledgeable panel"
– Buckinghamshire governor

"The knowledge of the experts and the detailed yet concise way they transferred it to us is commendable"
– Buckinghamshire governor

BEP Training package

£990

The BEP training package includes unlimited access to our collection of online modules (Modern Governor) and our live, interactive training sessions.

Our Modern Governor collection consists of over 80 online modules suitable for all governors, associates and clerks. The modules are mapped around the DfE's Competency Framework for Governance and can be accessed at your leisure via smartphone, tablet and desktop.

As a response to overwhelmingly positive feedback, our live training programme will continue to take place primarily online, via webinar. The sessions are interesting, informative, and responsive. As a team, and in conjunction with our many expert trainers, we are committed to producing courses of a high standard, which are well structured, on point and run to time. We always ask for feedback and we adapt the programme in light of the comments we receive. We constantly develop new content and adapt existing courses to meet the changing needs of our schools. This year we are adding more shorter courses and more courses in the evening in response to demand.

We have courses suitable for all types of governor for example:

- new governors would benefit from Induction, Data and Safeguarding training.
- growing governors may need to know more about Pupil Premium, Ofsted and Equalities.
- experienced governors would benefit from learning about Handling Complaints and Pupil Exclusions.

"A heavy subject delivered really well by a reassuring speaker" – Buckinghamshire governor

Additional BEP services:

Whole Board Training

We frequently deliver bespoke training sessions to schools using our bank of expert trainers. These are on a topic of the school's choice and tailored to their specific needs. Often schools will request Ofsted training when they are in the Ofsted window, Safeguarding or Induction training when there are a number of new governors who have joined the board. These sessions are very effective and high valued by boards.

"Well-structured. The information went right back to the foundations of governance which was really useful"
– Buckinghamshire governor

Reviews of Governance

New for this year, we are able to offer three levels of review. These reviews are designed to support, improve and develop your board. Our governance professionals will identify priorities for improvement and steps to take. The levels available are: Comprehensive, Focussed and Light.

Clerking

Where the need arises we offer ad-hoc or even emergency clerking to board meetings and exceptional meetings such as panel hearings and pupil disciplinaries. Our experienced clerks will fill in where needed, often at short notice, in person or remotely.

New Clerk Support

We are aware that a good clerk is an invaluable asset to any board. Where school's find themselves in need of a new clerk we can help them to recruit, train and mentor their clerks to ensure that the board and the clerk have the support and knowledge to develop a mutually beneficial, effective and positive relationship.

Consultancy

Where boards find they need additional support, perhaps in advance of an HR panel or an exclusion, we are able to step in and provide training or practical support.

The Key for School Governors

The Key provides up to the minute sector intelligence and a wide range resources for your board, most notably an extensive policy bank and case studies from schools across the UK.

The Key for School Governors comes in conjunction with GovernorHub and is available at a significantly discounted price when compared to the direct purchase costs. It is easily accessed through GovernorHub with a single login.

The Key for School Leaders

The Key for School Leaders is an addition to our service offer this year. It is a widely used as an authoritative knowledge bank for school leaders and additional purchases can be made in the form of Safeguarding Training Centre and IdeaStream.

The Key for School Leaders is provided at a reduced cost versus The Key's direct charges.

"The style and pace of training session was just right. The use of a scenario combined with policy and real-world experience, together with the ability to ask questions at any time was a good combination" – Buckinghamshire governor

"This course will improve my performance as a chair a lot" – Buckinghamshire governor

"Excellent course. I liked the clarity and total understanding of the current situation from someone with knowledge and experience" – Buckinghamshire governor

"The quality of presentations was good and speakers very professional. I also appreciated the way you coordinated the seminars. The quality of the slides is good and well balanced" – Buckinghamshire governor

"The Conference was great - it summed up the past 15 months and what to expect in the future in a very elaborate yet concise manner. Very informative" – Buckinghamshire governor

"I liked the expertise of the trainer. His experience and knowledge were incredibly valuable and appreciated" – Buckinghamshire governor

GovernorHub	<ul style="list-style-type: none"> board membership noticeboard, calendar, document storage 	£225
Advice & Resources <i>(must be bought with GovernorHub)</i>	<ul style="list-style-type: none"> helpline 1:1 advice for full board and clerks practical guidance from local governance experts clerk support network (on GovernorHub) half-termly briefings for clerks with expert speakers termly model agendas and crib sheets annual model terms of reference and standing orders models, templates, information and toolkits 	£330
Training Package	<p>Open programme live training</p> <ul style="list-style-type: none"> unlimited attendance for all governors and clerks interactive webinar platform over 50 courses for new / experienced governors and clerks full programme of induction training regular safeguarding training Discussion forums <p>Modern Governor online training</p> <ul style="list-style-type: none"> for all governors, associates and clerks over 80 engaging and interactive e-learning modules 	£990
Modern Governor	<ul style="list-style-type: none"> online training modules only 	£349
The Key for School Governors <i>(must be bought with GovernorHub)</i>	<ul style="list-style-type: none"> up to the minute sector intelligence plus a wider range resources for your board policy bank (e.g. finance, health and safety and HR) case studies from across the UK provided at reduced cost versus The Key's direct cost 	£330
The Key for School Leaders	<ul style="list-style-type: none"> authoritative knowledge bank for school leaders Safeguarding Training Centre / IdeaStream also available provided at reduced cost versus The Key's direct cost 	£Price on request
Pay as Used Training	<ul style="list-style-type: none"> live webinar sessions (2 hr/longer sessions) live face to face sessions (2 hr/longer sessions) 	£75/100 pp £100/190 pp
Whole Board Training	<ul style="list-style-type: none"> 2 hour session (remote or face to face delivery) bespoke service to suit your board's priorities 	£350
Reviews of Governance	<ul style="list-style-type: none"> to support, improve and develop your board identifies priorities for improvement and steps to take three levels of service to suit your Board's needs (comprehensive, light and focussed) 	£1071 £799 £538
Ad Hoc Clerking	<ul style="list-style-type: none"> clerking: ad-hoc/emergency, panel hearings 	£50/hr
New Clerk Support	<ul style="list-style-type: none"> recruitment, training, mentoring 	£Price on request
Consultancy	<ul style="list-style-type: none"> panel training, governor support 	£50/hr

Our achievements

We provide governance services to **over 250** schools across Bucks and beyond.

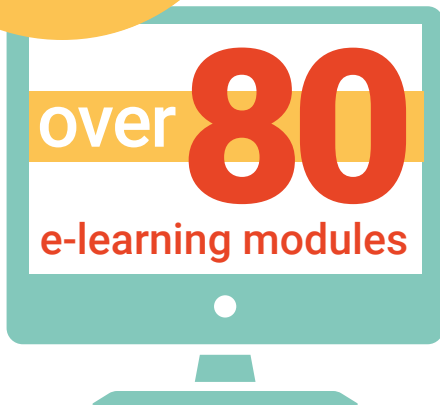
During the last academic year:

"Great blend of experts on highly topical areas. The session about research/data was particularly novel to me!" - Buckinghamshire governor

over
2180

people

attended a live training event



Our online training platform provides in excess of 80 **engaging** and **interactive** e-learning modules that can be completed at any time, all mapped onto the DfE's Competency Framework for Governance



for **governors, school leaders, clerks, and governance professionals**

"Really clear and practical" - Buckinghamshire governor

"The training was fantastic. I would recommend it for new and existing governors as a refresher" - Buckinghamshire governor

"Well structured, clearly presented, questions addressed in understandable way. Covered many key questions around the role and remit of governors" - Buckinghamshire governor

"Informative and interesting...lots of useful content!" - Buckinghamshire governor

"Very focussed and kept to the point well, whilst allowing ample time for questions. Dealt with the practicalities and from governors' point of view" - Buckinghamshire Chair of Governors