

**Bucks Education
Partnership**

Part of the HFL Education family



2023-2024 **SERVICES GUIDE.**

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.

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INTRODUCTION.

Our mission is to drive improvement in governance and to have a positive impact on the experiences and opportunities for all pupils. Today, we support over 80% of schools across Buckinghamshire 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.

We provide training, using expert speakers when appropriate, have an advice and consultancy service and run forums for clerks and chairs as well as briefings which focus on governance priorities and challenges for boards. We provide model agendas, 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.

Zoe, Mandy, Gwyneth

Bucks Education Partnership

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

Buckinghamshire governor

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WHO WE ARE – THE TEAM.



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



Gwyneth Langley

Gwyneth's knowledge has been developed through being a governor, clerk, member of the executive committee of the BASG as well as through her role as Chair of a Bucks Governing Board. She ensures advice is up to date, relevant and focused on current needs. Gwyneth has a particular focus on academy governance.

"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 2023/24.

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

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 – £340

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

- **direct access to the BEP team via telephone and email** for 1:1 advice tailored to the challenges your school 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 and clerks 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 documents including agendas and crib sheets** highlighting 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 remain compliant with the extensive legislative requirements set before them.
- **models, templates, information and toolkits** to support and inform your board.

"A heavy subject delivered really well by a reassuring speaker"

– Buckinghamshire governor



WHAT OUR CUSTOMERS SAY.

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

Buckinghamshire governor

"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

"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

"Informative and interesting...lots of useful content!"

Buckinghamshire governor



Modern Governor (online interactive modules)- £359

The Modern Governor collection consists of over 90 online modules and podcasts 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.

BEP Training package – £995

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

As a response to overwhelmingly positive feedback, our live training programme will continue to take place 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 have courses suitable for all types of governor for example:

- new governors would benefit from Induction, Understanding 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.

*“Well-structured.
The information
went right back to
the foundations of
governance which
was really useful”*

**Buckinghamshire
governor**

*“This course will improve my performance as a
chair a lot”*

Buckinghamshire governor

WHAT OUR CUSTOMERS SAY.

"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

"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

"Really clear and practical"

Buckinghamshire governor

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

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 highly valued by boards.

Reviews of Governance

We are able to offer three levels of review which 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 disciplinarys. 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 schools 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.

GovernorHub Knowledge

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

GovernorHub Knowledge 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.

BEP is pleased to be able to offer schools access to a range of products and services supplied by our partners at HFL Education. More details can be found at hfleducation.org

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

Buckinghamshire
governor

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SERVICE OFFER 2023/24.

GovernorHub	<ul style="list-style-type: none"> • board membership • noticeboard, calendar, document storage 	£225
Advice & Resources	<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 	£340
Training Package	<ul style="list-style-type: none"> • unlimited attendance for all governors and clerks • interactive webinar platform • over 60 live 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 90 interactive online modules and podcasts 	£995
Modern Governor	<ul style="list-style-type: none"> • online training modules and podcasts only 	£359
GovernorHub Knowledge (must be bought with GovernorHub)	<ul style="list-style-type: none"> • up to the minute sector intelligence plus a wider range of resources for your board • policy bank (e.g. finance, health and safety and HR) • case studies from across the UK • provided at a reduced cost versus GovernorHub's direct cost 	£330
Pay as Used Training	<ul style="list-style-type: none"> • live webinar sessions (2 hr/longer sessions) 	£75/100 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	£1103
	- focussed	£823
	- light	£554
Ad Hoc Clerking and New Clerk Support	<ul style="list-style-type: none"> • clerking: ad-hoc/emergency, panel hearings • recruitment, training, mentoring 	£55/hr
Consultancy	<ul style="list-style-type: none"> • panel training, governor support 	£55/hr

HR SERVICES.

We are also happy to be able to offer BEP subscribing schools access to a range of HR products and services brought to you by our partners at HFL Education.

The HFL HR and Recruitment Services team provides a range of HR activities delivered by specialist HR education professionals to support schools, academies and trusts.

For a no-obligation chat or quote on any of these services please contact us at hrrservices@hfleducation.org or call us on 01438 544463.

HR Advisory Service

The HR Advisory Service is a responsive service offering speedy access to our advisory team and pragmatic, tailored and risk-based advice, with no caps on frequency of contact or time.

This includes a digital onboarding meeting to introduce the service and help us get to know you, HR advisory support for all school leaders through telephone, digital and email advice and support to all leaders and access to the HR Portal – an online bank of model policies, template letters, practice guides and other resources. Schools can also elect to access optional in-person support either as part of your contract or on a pay-as-you-use basis as you prefer.

Investigation Service

A fully comprehensive independent investigation service from gathering evidence to interviewing witnesses to producing a formal investigation report, ensuring school leaders are updated throughout the process.

We support investigations in all manner of disputes and issues including Grievance, Disciplinary, Bullying and Harassment, Whistleblowing and Parental Complaints.

Occupational Health Service

Comprehensive service including telephone and face to face referrals, new starter assessment and ill health retirement support.

The OH service comes with a guarantee of no price rises for two or four year contracts.

Employee Assistance Programme

A cost-effective remote support service providing support for staff in difficult times. This service includes 6 counselling sessions per employee per annum, 24/7/365 confidential telephone helpline for wellbeing, financial and legal advice.

The EAP service comes with a guarantee of no price rises for two or four year contracts.

Payroll & Pensions Service

HFL Education has partnered with Dataplan Education Payroll Services to provide a fully managed payroll and pensions service for schools, including all the statutory provisions you would expect, together with support from HFL Education and Dataplan.

The service comprises of access to the Dataplan VERA software, managed payroll, pensions service, ePayslips, reporting tools and a suite of templates and resources that will help you have greater control over your payroll and contract processes.

Insights Discovery

Insights Discovery is a psychometric tool based on the psychology of Carl Jung. Using a simple 4-colour model it can help us to understand our own and other's individual styles, preferences, behaviours and the value each person brings to the team.

Schools can access this service through individual coaching or a team workshop. Each participant will receive a personalised report which will help them understand their preferences, recognise differences in others and perform at their highest level.



OUR ACHIEVEMENTS.

90 elearning modules

Our online training platform provides in excess of 90 **engaging** and **interactive** e-learning modules and podcasts that can be completed at any time, all mapped onto the DfE's Competency Framework for Governance



Providing governance services to

OVER 250 SCHOOLS

across Bucks and beyond.



live webinars

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

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