

**Bucks Education
Partnership**

Part of the HFL Education family



2024-2025

SERVICES GUIDE.

Bucks Education Partnership. Your trusted governance support services provider.

BEP governance support services are designed to provide governors and trustees 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 pupils. Today, we support around 80% of schools across Buckinghamshire and we provide a full range of support solutions designed to build the skills and confidence of governors and trustees 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 governance professionals 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 governance professional 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 and trustees 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, Gwyneth, Tara, Jo C and Jo P

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.



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.



Tara Botwright

Tara joined BEP in summer 2023 following 8 years as a Bucks School Business Manager and is a serving Chair in a Bucks school. She supports boards through a common sense approach to governance matters and has a particular interest in schools finance. She offers a distinct viewpoint and pragmatic approach to supporting schools through change, opportunity and challenge.



Jo Cayless

Jo has a background in education law and has gained her experience in school governance in Buckinghamshire as a Chair of Governors and as a Clerk to a number of maintained schools, academies, and a Multi-Academy Trust. She provides general advice, helps to produce the termly resources and updates for the clerking network, and assists in external reviews of governance.



Jo Pearce

Jo has been part of the governance community in Bucks for over a decade as a Chair of Governors and a Clerk/Governance Professional. Jo is also the Chair of the Bucks Association of School Governors and a member of the Governance Consultative Board in Bucks. Jo brings a range of expertise to the team as a Governance Advisor and trainer.

OUR SERVICES 2024/25.

“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 – £355

The Advice and Resources package provides governing boards and governance professionals 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 governance professionals 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 governance professional support network** (on GovernorHub) and regular networking opportunities as well as half-termly briefings for governance professionals with expert speakers. This service is highly valued by the team of committed governance professionals in Buckinghamshire, who share knowledge and support with each other through this long standing network.
- **NEW termly governance priorities briefings**
- **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 governance professionals and all those involved in meeting preparation and actions.
- **annual model terms of reference and standing orders** which are updated to ensure boards remain compliant with the extensive legislative requirements set before them.
- **models, templates, information and toolkits** to support and inform your board.
- **a burser network.**

“A heavy subject delivered really well by a reassuring speaker”

– Buckinghamshire governor



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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)- £300

Modern Governor's catalogue of 75+ e-learning modules offers professional development for members of school governing bodies and academy trust boards, including governance professionals, headteachers and senior leadership teams.

BEP Training Package – £1,035

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.

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

Buckinghamshire governor

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

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 reviewers will identify priorities for improvement and steps to take. The levels available are: Comprehensive, Focused 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 governance professionals will fill in where needed, often at short notice, in person or remotely.

Governance Professional Support

We are aware that a good governance professional is an invaluable asset to any board. Where school's find themselves in need of a new governance professional, we can help them to recruit, train and mentor their governance professionals to ensure that the board and the governance professional 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 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.

"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 2024/25.

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 governance professionals • practical guidance from local governance experts • governance professional support network (on GovernorHub) • half-termly briefings for governance professionals with expert speakers • termly model agendas and crib sheets • termly governance priorities briefings • annual model terms of reference and standing orders • models, templates, information and toolkits 	£355
Training Package	<ul style="list-style-type: none"> • unlimited attendance for all governors and governance professionals • interactive webinar platform • over 60 live courses for new / experienced governors and governance professionals • 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 governance professionals • 75+ interactive online modules 	£1035
Modern Governor	<ul style="list-style-type: none"> • online training modules only 	£300
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) 	£80pp
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 	£365
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	£1300
	- focussed	£854
	- light	£575
Ad Hoc Clerking and Governance Professional Support	<ul style="list-style-type: none"> • clerking: ad-hoc/emergency, panel hearings • recruitment, training, mentoring 	£62/hr
Consultancy	<ul style="list-style-type: none"> • panel training, governor support 	£62/hr

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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

INDEPENDENT COMPLAINTS INVESTIGATIONS.

Independent Investigations can be commissioned through HFL Education where a situation has reached a stalemate and an external view is needed. The Independent Investigator will consider representations made by both the complainant and the respondent on behalf of the school, as well as any witnesses. They will request access to all of the documentation relevant to the complaint and produce a report setting out their findings and any recommendations arising for the commissioning school to consider in accordance with its complaints process.

Professional time is charged at **£93.75 per hour**, with an estimate being provided in each case beforehand.

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 are qualified HR practitioners and education specialists who understand that Schools, Academies and Trusts need pragmatic, solution-focussed and timely support. They provide a range of HR services from one-off help to manage a difficult situation, fixed price unlimited use advisory support for all leaders, manager and governors, and through to high level strategic business partnership.

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**.

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 annual contracts.

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Restructure Support Service

Bespoke support in restructure and redundancy management from remote advice to hands-on support in creating a business case, union consultation, making selections and delivering messages.

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-year contracts.

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.

75+ elearning modules

Our online training platform provides access to over 75 **engaging** and **interactive** e-learning modules, designed to be user friendly, flexible and support all styles of learning.



Providing governance services to

OVER 250 SCHOOLS

across Bucks and beyond.



live webinars

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

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