



Engaging LPC Consultancy Services Limited

To engage our services, governing bodies will need to complete a simple form – see page 3. On receipt of the completed form, we will arrange a convenient time to visit the school and meet the principal officers.

Clerking service contracts will be annual, from September to July, renewable annually. If a contract begins mid-year, the fees payable will be pro-rata.

Service fees

Please see the full detail of fees on page 9. Charges are based on full governing body meetings lasting no longer than three hours and committee meetings lasting no longer than two hours. We reserve the right to charge for additional hours.

All **LPC Consultancy Services Limited** Clerks are employed by the Service at all times. The Governing Body shall not directly or indirectly employ or engage any Clerk to provide clerking services. If a Governing Body breaches this provision it will incur a £500 compensation fee, which represents a genuine estimation of the financial loss which the Service would incur in recruiting and training a replacement Clerk.

Payment Method

Payment will be collected by Direct Debit termly in advance. Each termly direct debit will be one third of the total annual cost of the agreed services.

Duration

The agreement for packaged services will be ‘open ended’ and will continue to run until either party gives notice to amend or terminate.

Extra Meetings

Additional meetings will be charged on an ad hoc basis and invoiced for separately.

Cancelled Meetings

Where possible, the service provider should be given 48hours notice of meeting cancellation, otherwise a cancellation charge of 50% of the clerking cost will become payable. Cancelled meetings will be adjusted at year end. It is the responsibility of the School Bursar to inform LPC Consultancy Services Limited of any refunds.

Ending the contract

The governing body shall give at least 12 weeks’ notice to Governor Services if they wish to cancel their service agreement.



Requirements of the governing body

In order to ensure that the **LPC Consultancy Services** can offer the best service to the school, the following is required of the governing body as part of the service level agreement.

The governing body will:

- In consultation, they will agree an annual calendar of governing body meetings to ensure our consultant attend all meetings, including any additional meetings
- Inform the **LPC Consultancy Services** of changes in the governing body membership and contact details within three working days of receiving such information;
- Inform the **LPC Consultancy Services** of any changes to dates, times or venues of governing body meetings on the day changes are agreed;
- Ensure that supporting papers for distribution to governors are made available to the **LPC Consultancy Services** at least 10 working days before the meeting;
- Respond to the **LPC Consultancy Services** to agree the draft agenda in the timescale given before the meeting;
- Ensure that responses to draft minutes in relation to approval/amendments are with the **LPC Consultancy Services** by the date specified
- Inform the **LPC Consultancy Services** of any concerns regarding the accuracy and quality of the agenda and minutes and efficiency and effectiveness of the clerk.
- Safely retain the school inspection copy of the minutes and present them on request.
- Agree to the terms set out in this Engagement term

Benefits of buying into the service

The **LPC Consultancy Services** will focus its attention on providing services to assist governing bodies to conduct their business efficiently and effectively.

The service has been developed to:

- facilitate 'best practice' within the work of governing bodies
- enhance the ability of governing bodies to contribute strategically to school improvement
- develop a personal link that enhances the relationship between the Us and governing bodies
- demonstrate the **LPC Consultancy Services** 's commitment to providing quality support by offering an informed and high quality service
- support the promotion of governing body effectiveness
- promote greater communication and awareness of local and national issues.



To: **LPC Consultancy Services Limited**

Application for Engaging LPC Consultancy Services Limited Clerking Service

The Governing Body of _____

is interested in Governor Clerking Service from _____

for the following meetings:

_____ (number of) governing body meetings annually

_____ (number of) committee meetings annually – please list which committees

Governing body meetings are usually held on a _____ at _____ (time). Please attach a current schedule of meetings if available.

Our next meeting of the Governing Body is _____

By signing above, we confirm that we have read and agree to the terms and conditions as contained in the Service Pack.

Signed:

Head Teacher

Chair of Governors

School Contact telephone number: _____

School Contact email: _____

Date: _____

Invoicing details: _____

Please return to: **LPC Consultancy Services Limited** by fax or email to:

Fax: 020

Email: admin@

Thank you.



Service standards

We welcome and encourage your feedback and will try and resolve any complaints on the spot. Where this is not possible we will acknowledge your complaint within 7 days.

- Meetings of the governing body will be clerked in accordance with regulations;
- Agenda will be sent out at least seven clear days before a meeting;
- Draft minutes will be sent to the chair/headteacher no later than five working days;
- Any follow up action from a meeting will be instigated before the next meeting
- Our consultants (clerks) are kept up to date with education issues through regular briefings

At all times we will:

- deal with you in a polite and helpful way
- constantly look for ways in which our services can be improved
- listen to you and take your views into account
- respect your right to confidentiality.

When you want to contact us:

- You can call in person, telephone, write or email; our office is open between the hours of 8.30 am to 5.00pm (Monday to Friday).

When you write or email:

- we will reply within seven working days.
- If you have a complaint, we will investigate and if we have made a mistake we will apologise and try to put things right.



LPC Consultancy Services

Passion for Excellence

Governing Body Size	Full Package 1: Basic support + 3 FGB meetings	Full Package 2: Basic support + 6 FGB meetings	Committee Meetings	Ad-hoc support for single stand-alone meetings only
Up to 15 governors	£2,125 per annum	£3,200 per annum	Additional FGB: £350 per meeting Non Finance: £250 per meeting Finance: £300 per meeting	FGB meeting: £550 Non-Finance: £400 Finance: £450
16 to 20 governors	£2,220 per annum	£3,510 per annum	Additional FGB: £400 per meeting Non Finance: £300 per meeting Finance: £350 per meeting	FGB meeting: £600 Non-Finance: £450 Finance: £500
21 and more governors	£2,425 per annum	£3,675 per annum	Additional FGB: £450 per meeting Non Finance: £350 per meeting Finance: £400 per meeting	FGB meeting: £700 Non-Finance: £550 Finance: £600

Basic Support includes:

Notes:

Minutes will be delivered by email first to the Chair of Governors/Committee and Head teacher for approval, and then to all members concerned.