



# Education and Skills Clerking Service





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The Clerk to Governing Bodies Service provides a professional team of trained and experienced clerks to fulfil the statutory role of clerk to the governing body.

Working in partnership with schools to help ensure that your school governance is effective and meets Ofsted requirements, our clerking team has expertise in providing procedural and legislative advice as well as administrative and organisational support.

A professional clerk is also able to provide advice during and outside meetings to ensure the governing body works in accordance with the legal framework.

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# What we offer

## **Clerks offer professional advice and high quality administration, helping by:**

- Performing administrative tasks efficiently, freeing the Board of Governors to concentrate on their strategic role
- Enhancing the ability of Boards of Governors to contribute strategically to school improvement
- Keeping abreast of the law and regulations providing advice and support; this includes informing the governing body of any changes to its responsibilities as a result of a change in school status or changes in legislation
- Expertly guiding you through the constitutional and procedural matters around the work of Boards of Governors and act as first point of contact for Governors with queries on procedural matters
- Maintaining accurate records and a store of useful information, including recording all decisions accurately and objectively with timescales for actions
- Access appropriate legal advice, support and guidance from the Local Authority

You can trust us to ensure that records are compliant with inspection requirements such as Ofsted. Our service is flexible – we can arrange to clerk any number of meetings within the year for your school, from the minimum recommendation of three meetings upwards. We can also provide clerking for committee meetings as required.

Governing bodies are encouraged to concentrate on policy and strategy, leaving much of the regular work to be dealt with by committees acting with delegated authority. This form of working has the considerable benefit of freeing the governing body to concentrate on school development and other strategic issues and helps to speed up the decision making process.

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# Benefits

Taking the weight of finding and employing high quality clerks off your hands, we will recruit and professionally train a clerk on your behalf.

Your clerk has dedicated time allocated to carrying out their role for your school. Our clerks provide a specialist service to the governing body which enables them to perform their statutory responsibilities. You can be reassured that they operate to standards of excellence with guidance from our Governor support team, and because our clerks are independent of the school, they can take a neutral stance and provide unbiased input.

Our clerks all benefit from termly briefings to raise awareness of the current issues facing schools and our agendas prioritise school improvement and minutes that reflect the important role of governing bodies. This means that they have all of the information needed to offer full support.

Agendas that prioritise school improvement and minutes that reflect the important role of governing bodies in providing support and challenge are well received by Ofsted.


## The NYES difference

Our team of 80 plus experienced and professional clerks have been recruited and professionally trained to fulfil the statutory role of the clerk to the governing body. 80% of the team have completed the National Clerks Training Programme - a nationally recognised training programme supported by Leeds Beckett University.

Clerks are individual part-time workers supported by five Area Senior Clerks. The team have strong clerking experience alongside many other professional backgrounds including

education, law, HR, armed services, judicial, commercial directorships, finance and administration. Clerks and Senior Clerks work closely with the Head of Clerking Service and strive to provide a seamless service to the schools and academies who chose to use our service.

As experts in governance you can be assured of our ability to deliver a first class service, providing expertise to your Governing Boards, Local Governing Boards and MAT boards; ensuring you fulfil your statutory responsibilities.



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*“Our clerk is very knowledgeable and supportive, particularly for me as I am a new Headteacher. I have full confidence her abilities as a clerk to governors.”*

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*“Our clerk is superb and so professional – she makes my job very straightforward.”*

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## Our service

- Connecting Youth Culture (CYC)
- EAL and GRT service
- Early Help
- Early Years
- Educational Psychology
- Inclusive Education
- Music
- Outdoor Learning
- Safeguarding
- School Improvement
- Specialist Careers

### Contact us

To find out more about any of the services we offer and how we can support you please contact the North Yorkshire Education Services team:

T: **01609 533222** E: **[nyes@northyorks.gov.uk](mailto:nyes@northyorks.gov.uk)**  
W: **[www.nyeducationsservices.co.uk](http://www.nyeducationsservices.co.uk)**