



## Engaging LPC Consultancy Services Limited

To engage our services, governing bodies will need to complete the simple form on 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 annually in line with the academic calendar, 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 5. 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 if meetings last longer.

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 cost which the Service would incur in recruiting and training a replacement Clerk.

### Payment Method

Payment will be collected by Direct BACS Transfer termly in advance. Each termly payment will be one third of the total annual cost of the agreed services. Payment details will be provided on all invoices.

### Duration

The agreement for packaged services will be 'open ended' and will continue to run until either party gives notice to amend or terminate. However, both parties can agree an initial trial period.

### 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 48 hours 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 to reclaim any refunds.

### Ending the contract

Either party to the contract shall give at least 12 weeks' notice to the other, if they wish to cancel this service agreement.



## Requirements of the governing body

In order to ensure that **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, agree an annual calendar of governing body meetings to ensure our consultant attend all meetings, including any additional meetings
- Inform **LPC Consultancy Services** of changes in the governing body membership and contact details within three working days of receiving such information;
- Inform **LPC Consultancy Services** of any changes to dates, times or venues of governing body meetings on the day changes are agreed, or as soon as possible thereafter;
- Ensure that supporting papers for distribution to governors are made available to **LPC Consultancy Services** at least 10 working days before the meeting;
- Respond to **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's copy of all signed minutes and present them on request.
  - Agree to the terms set out in this Engagement term

## Benefits of buying into the service

**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 LPC and governing bodies
- demonstrate **LPC Consultancy Services'** 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 the 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 below, we confirm that we have read and agreed the terms and conditions as contained therein.

Signed:

\_\_\_\_\_

*Head Teacher*

\_\_\_\_\_

*Chair of Governors*

Preferred School Contact (if any):

Name & telephone number: \_\_\_\_\_

School Contact email: \_\_\_\_\_

Date: \_\_\_\_\_

Invoicing details: \_\_\_\_\_

\_\_\_\_\_

Please return this completed form to: LPC Consultancy Services Limited by email to:  
[contact@lpcconsultancyservices.com](mailto:contact@lpcconsultancyservices.com)

**Thank you.**



## Service standards

We welcome and encourage your feedback and will try and resolve any complaints immediately. Where this is not possible we will acknowledge your complaint within 5 working days and make every step to resolve the complaint.

- Meetings of the governing body will be clerked in accordance with regulations;
- Agenda will be sent out at least five clear days before each meeting;
- Draft minutes will be sent to the chair/head teacher no later than five working days;
- Any follow-up action (for our attention) 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:

- provide a dedicated Clerk to your school/organization for effectiveness and continuity
- deal with you in a polite and helpful way
- listen to you and take your views into account
- respect your right to confidentiality
- constantly look for ways in which our services can be improved

When you contact us:

- we will reply within five working days.
- If you have a complaint, we will investigate and if we have made a mistake, we will own up, apologise and try to put things right as soon as possible.



# LPC Consultancy Services

Passion for Excellence

## Clerking Service Fees

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:

- Ongoing statutory advice and support to the Chair and Head teacher;
- Administration of Governing body business, including maintaining up to date records of Governance membership and structures; facilitating and clerking all meetings; preparation and distribution of minutes and accompanying papers;
- Membership/registration of school with the Modern Governor Online;
- Demonstrating Integrity, Impartiality, Flexibility and Maintaining Confidentiality at all times.

### 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.