

# Peterborough Clerking Service

**Providing trained clerks for governing  
bodies in Peterborough**

**Is your governing body seeking to appoint a permanent  
clerk?**

**Is your current clerk to governors just a 'minutes'  
secretary?**

**Would you like to improve governing body  
effectiveness?**

If your answer to one or more of these questions is 'yes',  
read on.....



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a bigger, better Peterborough

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**Peterborough Clerking Service** provides a high standard of administrative support to assist school governing bodies to fulfil their statutory duty of helping schools to provide the best possible education for their pupils.

### **Description of the Service**

The Service relieves governing bodies and school staff of the difficulty of recruiting and training a clerk, and of the administration involved in employing and paying a clerk.

The Governor Services Team recruits and trains clerks to work to national standards agreed by the DCSF. The clerk is trained to advise the governing body on legal and procedural matters in addition to carrying out an administrative role.

Clerks attend and service full governing body meetings. Clerking of governing body committees and statutory committees can be arranged at an additional cost.

Clerks are permanently allocated to schools. If a school's regular clerk is unable to attend a meeting, a replacement clerk will be provided at no extra cost.

Clerks work for 22 hours per term in each of their schools. This time allocation is designed to allow clerks to carry out all of the duties in their job description and to attend 6 full governing body meetings.

In addition, to assist with schools' compliance with Financial Management Standards, stand-alone clerking for finance committees is now available (details on request).

## Quality and Service Standards

The clerking service provides a consistently high quality, professional service through a Service Level Agreement (SLA). We provide an assurance that:

- Clerks employed by the service will be required to participate in:
  - intensive initial training prior to taking up post;
  - 3 half day training/briefing sessions per year.
- Training is led by experienced tutors who have an expert understanding of education legislation, school governance and school governors.
- The Governor Services Team provides day to day support and guidance to clerks employed by the service.

## Subscription Charges

The charges for this service are:

- £1400 per academic year for service and attendance at 6 full governing body meetings.
- £101 per meeting for each additional meeting (6 hours clerking time).
- £115 for each committee meetings when full governing body meeting are not clerked (6 hours clerking time).

The method of charging will be on a pro-rata basis on 1 September and 1 April respectively by:

- Internal invoice for non bank account schools using the Oracle Accounting System.
- External invoice for bank account schools.

## Contacts

Susie Hall, Head of Equality & Governance  
Sally Weald, Assistant Governor Services Manager

**Telephone:** 01733 863697/863720

**Office Hours:** 8.30am – 5pm

**'Our clerk is knowledgeable about the statutory role of the governing body and is able to advise us appropriately'**

**'The development of our Governing Body has been enhanced by the appointment of a professional clerk'**

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