



## Clerking Services



*Trust our knowledge and expertise*

Both the DfE and Ofsted highlight the value of professional clerking and have recognised the significant contribution professional clerking can make to the effective governance of schools. The importance of clerking has been further underlined with the introduction of the Clerking Competency Framework.



## Get in touch

If you would like further information on the services and support we can offer do not hesitate to get in contact with us:

📞 020 8241 5474

✉ [clerking@octavopartnership.org](mailto:clerking@octavopartnership.org)

Alternatively please visit [www.octavopartnership.org](http://www.octavopartnership.org) where you can find details on our services and the entire Octavo Team.

# Octavo's Clerking Service

**Professional clerking provides an invaluable contribution to the efficiency, productivity and compliance of any educational Board, the importance of which has never been greater.**

Octavo Clerking Service professionally clerks all types and size of schools including single academy trusts, multi academy trusts, community, church, free and independent schools in London and the South East. We clerk all types of meetings however complex, for example, Full Governing Body meetings, Local Governing Body meetings, Trust Board meetings, Disciplinarys, Pay Appeals, EGMs.

Octavo Clerking Service was launched by Octavo Governor Services in response to governing body requests to provide them with independent, knowledgeable and fully trained clerks. Octavo clerks are fully trained by Octavo and must meet ongoing specific competence standards. We hand pick all our clerks, who are chosen for their skills, knowledge and professionalism. Octavo takes full responsibility for all clerking employment liabilities such as safeguarding checks, training, payroll, pensions.

Our clerks' key objectives are to provide you with procedural guidance, advice on governance legislation, reliable meeting administrative support and ensure that governor time is not wasted. Octavo clerks work in partnership with the Chair to:

- Keep the Board focused on its core strategic priorities.
- Provide independent, expert advice and guidance on the Board's statutory duties and functions.
- Deliver efficient and effective administrative support.

Uniquely, the Octavo Clerking Service has a dedicated Clerking Consultant to provide:

- An additional layer of quality assurance and reassurance to the Board.
- A centralised record service for all meeting notes.
- Guidance on procedural matters and governance legislation.



*Passionately delivering  
high standards and quality  
performance*

## Benefits

- Guaranteed high quality professional clerking service.
- Fully compliant governance meetings and meeting notes which are of a consistently high standard.
- Professional clerks who bring up to date knowledge and experience of school, Single Academy Trust, and Multi Academy Trust governance.
- Flexible service options to suit budget and Board requirements.
- Timely and easily accessed governance and procedure advice (Octavo Clerking Helpline).
- Centralised record of meetings service.

**Our packages are designed to deliver a high quality service at a competitive price, which are committed to your development needs.**

## Clerking Service Annual Package

Boards can be assured that no meeting will be missed, or messages and paperwork ever lost. All communication with the Board is centralised to provide an efficient and effective service. Our Clerking Consultant will:

- Liaise with the clerk on your behalf to ensure all meetings are covered well in advance.
- Ensure the correct documentation is distributed to the right people.
- Review draft minutes for compliance and sense checking before being sent to the Chair of Governors.
- Hold securely and centrally all Board meeting paperwork.

- Answer any legal and procedural governance questions not answered by our professional clerk in the meeting within 48 working hours.

Your school will be assigned a trained, dedicated and knowledgeable clerk to provide consistency and continuity of clerking. We try our very best to arrange for the same clerk to attend all your meetings. If this is not possible, we have a team of highly-skilled, professionally trained clerks so that your meetings will always be covered.

Further to this, the clerking service will:

- Provide an agreed draft agenda template which will be sent out to the Chair of Governors / Trustees prior to the meeting for any amendments /additions.
- Distribute by email the agenda and any supporting documents that have been provided, to all governors / trustees at least one week prior to the meeting.
- Ensure draft minutes will be available and emailed to the Chair of Governors / Trustees with the head teacher copied in, within seven working days subsequent to the meeting, using an agreed template.
- Maintain an accurate record of Board membership, the pecuniary and business interest register and committee terms of reference.
- Circulate the agreed draft minutes electronically to the Governors/ Board of Trustees via [clerking@octavopartnership.org](mailto:clerking@octavopartnership.org).

*As anyone who has experienced professional clerking will testify, it provides an invaluable contribution to the efficiency, effectiveness, productivity and compliance of the governing board. A professional clerk works in partnership with the chair to keep the board focused on its core strategic priorities, provides independent and expert advice and guidance to the board on its duties and functions, and delivers administrative support that makes everything work smoothly.*

*Clerk Competency Framework (2017), Department of Education*



## **Ad Hoc Clerking Services**

If your clerk cannot minute a meeting, or you are in the middle of recruiting a new clerk, we can provide a temporary professional clerk for you.

Our professional clerks are trained to administrate all types of meetings and to provide accurate governance advice and support in line with the latest guidance and regulations. Our Clerking Consultant will answer any legal and procedural governance questions, which cannot be answered by our professional clerk directly in the meeting, to both the Chair of Governors and the Headteacher, within 48 working hours.

Our temporary cover includes full Board and committee meetings, complaint panels, disciplinary meetings, exclusions etc.

By using our ad hoc service, you are assured of a professional and efficient service, receiving a set of quality assured minutes, with advice, support and guidance at a very competitive price.

## **Clerk Mentoring Contract**

Our mentoring supports and encourages new and experienced clerks to:

- Identify and plan their own CPD.
- Develop their clerking skills and governance knowledge.
- Maximise their full potential.

Mentoring allows time for your clerk to reflect on current working practices and explore their own ideas for supporting the Board further.

Through two, 2-hour mentor sessions over the course of one term, the Octavo Clerking Consultant will share knowledge, skills and experience with your clerk. This will assist your clerk in reflecting on their practice, using the four clerking competencies (understanding governance; administration; advice and guidance; and people and relationships) to aid deeper understanding of their role and lead to change in their practice to more effectively support the Board in their work.

The Clerking Consultant will motivate and empower your clerk, supporting them to address any potential developmental areas and through discussion, explore alternative ways of working and share best practice.

By using our mentoring service, your clerk will have:

- A deeper understanding of their role
- Professional development.
- An experienced clerk to turn to for advice and guidance.
- Structured one-to-one mentor sessions.
- Objective feedback on skills and progress.
- Increased career satisfaction.

As a result, your Board will benefit from a highly efficient, effective, professional clerk to support and advise you.

## Policy Organisation

Our Clerking Consultant will visit your school / academy and review the administration of all school policies. This service will ensure that all statutory policies are in place in accordance with DfE / ESFA legislation and guidance, aiding the Board's strategic planning and effectiveness.

The Board will be able to agree/ratify policies on a set rolling programme, providing the school / academy with all required policies which are up to date, and in line with the latest regulations and guidance.

This review will:

- Set up or revise a policy planner for the school / academy and Board.
- Set up a folder system at the school / academy with hard copies of policies.
- Produce a report for the Headteacher on recommendations and action points.





*"I am impressed with the turn-around time and the thoroughness with which the service is being provided."*

**Chair of the Stakeholders Committee, Krishna Avanti Primary School, Croydon**

## *What happens next?*

All of our contracts, packages and ad hoc services are available to purchase via our online portal. If you would like to discuss the support we can provide your setting we would be delighted to hear from you.

The Clerking Services team can be contacted directly on 020 8241 5474 or email us today at [clerking@octavopartnership.org](mailto:clerking@octavopartnership.org)

### **Not sure if your school has an account with us yet?**

Contact [enquiries@octavopartnership.org](mailto:enquiries@octavopartnership.org) or call 020 8241 5460 and we can set up your school and users right away.

*"We have been using the Clerking Service for a couple of years and have always found them efficient and professional, especially providing clerks for late notice meetings."*

**Chair of Governors,  
Bromley Road Primary  
School, Bromley**



*Innovative and forward thinking*

*Strong customer focus*

*Professional and approachable*

# Octavo's Governor Services

**Strong and robust governance is a crucial part of a successful school. Boards are being asked to tackle underperformance, challenge mediocrity, refuse to accept second best for any child and set the highest of expectations. Boards are being held to account by Ofsted and are being asked to demonstrate the impact of their work on improving educational standards in their school. The importance and significance of outstanding governance and leadership across the education system has never been greater.**

**Governor Services work with Boards to empower you to provide outstanding strategic leadership and ensure that all children receive the best possible education. We work together so that your evidence is clear, concise and relevant, demonstrating your impact and commitment.**

## Training and Development

We provide a comprehensive training and development package to help individual governors and Boards develop the knowledge, skills and understanding they need for effective governance and to meet all core governor competencies, highlighted in the Governor Competency Framework.

## Advice, Support and Guidance

We provide comprehensive support, advice, and guidance to enable Boards to meet the increased expectations of governance, to continually drive educational standards up and ensure sound governance practise. We offer knowledgeable, sensible and practical solutions based on our years of experience of working in school governance. We source the latest information and guidance needed by you to keep you informed, to help you develop and sustain your strategic leadership role and to overcome issues when they arise. With our strong customer focus you know that the team understands and empathises with your dilemmas and will provide rapid, responsive support when needed.

## Benefits

- Boards are equipped to provide clear strategic leadership and ensure robust accountability.
- Boards can easily develop key skills, knowledge and understanding to help navigate the twists and turns of governance today.
- Governors become more confident in carrying out their roles and responsibilities effectively.
- Governors are equipped to raise achievement through monitoring and evaluating the performance of the school.
- Professional, proactive advisors with up to date knowledge and experience of school, single academy, and MAT governance.
- Boards receive a high quality, professional service, which is competitively priced and represents excellent value for money.



The Governor Services team can be contacted directly on 020 8241 5474 or email us today at [governorservices@octavopartnership.org](mailto:governorservices@octavopartnership.org)



School Improvement



Governor Services



Educational Psychology



Information Systems



Finance Services



Human Resources



Newly Qualified Teacher



Professional Development

Octavo Partnership, 4th Floor, Croydon Clocktower,  
Katharine Street, Croydon, CR9 1ET

☎ 020 8241 5460

☎ 020 7345 1800

✉ [enquiries@octavopartnership.org](mailto:enquiries@octavopartnership.org)

🌐 [octavopartnership.org](http://octavopartnership.org)

*Trust our knowledge and expertise*

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