



Octavo Governance



Trust our knowledge and expertise

In a constantly evolving educational landscape, we are an innovative, professional team committed to providing high quality governance services tailored to meet your individual priorities.



Get in touch

If you would like further information on the services we can offer you please contact:

- 📞 020 8241 5486
- ✉ octavogovernance@octavopartnership.org
- ✉ clerking@octavopartnership.org
- 🐦 Follow us on Twitter @OctavoGovernors

Alternatively please visit www.octavopartnership.org where you can find details on our services and the entire Octavo Team.

Octavo Governance

Strong 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 increasing educational standards in their school or academy.

Octavo Governance 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 the impact of your hard work and commitment.

Benefits

A friendly, proactive team who:

- Ensure Boards receive a high quality, professional service, which is competitively priced and represents excellent value for money
- Provide up to date, extensive knowledge and experience of school and academy governance
- Prepare your Board with key skills, knowledge and understanding to help navigate the twists and turns of governance today
- Support governors to become more confident in carrying out their roles and responsibilities effectively
- Equip governors to raise achievement through monitoring and evaluating the performance of your school
- Enable governors to provide clear strategic leadership and ensure robust accountability

Empowering your Board to enhance school effectiveness through outstanding governance, robust accountability and clear strategic leadership.



Annual Packages

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

Annual Single School / Academy Governance Contract

By purchasing this contract your Board will receive:

Training and Development

- Training and development programme (across two venues in Bromley and Croydon)
- Bespoke training session or a two hour facilitated self review
- Access to electronic learning

Advice and Support

- Telephone advice line and email support
- Face to face meetings
- Briefings for governors and clerks
- Welcome packs
- Documents and guidance

Multi Academy Trust Contract

The Trust purchases the package, and each local governing body / advisory council is included at a discounted rate. The Trust Board and each local governing body / advisory council in the contract will receive an individual two hour bespoke training session, which all Directors and local governing body members can attend.

By purchasing this contract the Trust and its schools will receive the same training, development, advice and support as listed under the Annual Single School / Academy Governance Contract (left).

Bespoke Governance Contract

If these contracts do not appear to meet your needs, please contact us. We are flexible and can provide the service you require so that your School's/Trust's individual development needs are met.

As a result of attending Octavo Governance training, 94% of governors' state they have a better understanding of their role and that they have gained new knowledge, skills and attitudes which they will be able to put into practice.

What's included in our contracts?

Training and Development

Boards are responsible for identifying and securing induction and other ongoing training and development opportunities that governors need in order for them to carry out their role responsibly and effectively. The DfE and Ofsted are clear all governors should be able to engage fully with discussions on educational and financial performance data. Octavo Governance provides a comprehensive training and development package to help individual governors and Boards to develop the knowledge, skills and understanding they need for effective governance and to meet all core governor competencies.

Training and Development Programme

Octavo Governance (subject to availability of places) provides unlimited access to a large, diverse and relevant rolling training and development programme (20-25 training sessions a term at each of our two training venues).

All training is interconnected with the core competencies identified in the Governor Competency Framework that underpin effective governance and the requirements from Ofsted. It is regularly updated in response to changes affecting governance and education. It is customised to meet local need and is tailored for particular groups. Our training is linked to the Competency Framework, Board self-evaluation and school improvement and includes training on the governors' role in safeguarding,

performance management, and financial responsibilities as well as providing an extremely popular, valuable and impactful induction for new governors and chairs of governing boards.

Our training venues in Bromley and Croydon are easily accessible via car, train and bus. In addition, for all evening and weekend training, free car parking is provided. All of our training enables governors and clerks to meet their individual and collective roles by developing their knowledge, skills and understanding of school governance. Our training supports and encourages the vital, effective working partnership between governors, the clerk and the school leadership team, enabling Boards to fulfil their strategic responsibilities confidently and efficiently.

Bespoke Training Session or a 2 hour facilitated self review

Every Board's challenges and needs are different, as every school is different. Your Board is entitled to a two hour training or facilitated self review session tailored to meet the specific gaps or needs of your Board. These may be sessions adapted from the Octavo central training programme, or bespoke training especially designed for you.

Electronic Learning

We understand that governors are volunteers and are very busy with work and family commitments. We know governors are sometimes not able to attend face to face training in key areas that they need in order to perform their role effectively. Electronic learning provides information and training modules online until governors and clerks can attend training in person. A range of modules are available.

Advice and Support

Boards must have access to prompt and specialist governance advice. Nationally, school governance is under greater scrutiny than ever before, and the pace of change is such that Boards need to continually develop and evolve to match the demands upon them.

Octavo Governance provides 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 difficulties 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.

Telephone Advice Line and Email Support

The telephone advice line and email support is available for chairs, clerks, head teachers and governors. Most queries will be answered immediately, and governors will be provided with the most up to date and relevant governance advice and information they need to carry out their role.

Face to Face Meetings

Some issues are very complex, and need face to face meetings. We offer face to face support, where we listen, clarify the concerns, and offer unbiased and objective advice. This face to face meeting can be in the school, or at a location that is convenient to you.

Briefings for Governors and Clerks

Keeping in touch with what is happening is key for governors to undertake their role effectively. Each term Octavo Governance writes a newsletter, a midterm update and an end of term update to ensure governors receive the information they need to keep abreast of changes, new requirements and legislation. Chairs of Governors and Clerks also have the opportunity to attend termly briefings facilitated by the Octavo Governance Team where they will receive timely updates on the changes in the world of governance and education.



"Governors have attended training to improve their skills in understanding and analysing school results. As a result, the challenge to leaders has improved and the governing body now monitors the impact leaders have on the progress pupils make."

Ofsted 2016

Providing high quality support, advice and training to boards, empowering them towards highly effective strategic leadership.

Welcome Packs

To support and help new clerks, governors and chairs to understand their new roles, and become an effective member of the Board as quickly as possible, Octavo Governance provide welcome packs. These are role differentiated and different information and booklets are provided in each pack. These packs give new starters the information they need so that they can start being impactful immediately.

Governor Recruitment

Boards have a responsibility to fill governor vacancies as soon as possible, welcoming and thriving on having a sufficiently diverse range of viewpoints in order to challenge and support the school to continually improve. It is essential that Boards recruit governors with the skills to deliver their core governance functions effectively, who can also work independently

and constructively in committees. Octavo Governance understands the importance of having the right people on the Board. We provide help and support to fill governor vacancies with people who have the required skills identified by the Board. As part of this advice and support we provide application forms and references, so that the Board can consider whether the potential governor is suitable at an informal visit.

Documents and Guidance

To help Boards minimise time spent on administration, and help you be as effective and as organised as possible, Octavo Governance maintain and update a plethora of key information, documents and best practice template resources. These include sample policies and exemplar templates e.g. code of practice, skills audit and development tool.

"Octavo have delivered an efficient and effective service to the school over the past couple of years and we would unreservedly recommend them to other schools. They are more customer-focussed than perhaps similar providers we have used in the past."

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



Clerking Contracts

The importance of professional clerking has never been greater. Schools have been given increased freedoms and greater accountability and the government has recognised that the contribution professional clerking can make to the effective governance of schools is very significant.

Octavo Governance provides a highly efficient and effective, quality assured clerking service. The clerking service works with all schools and Boards to promote school improvement through effective, strategic governance. Our clerks are handpicked for their skills and professionalism in order to provide governance advice and organisational support for all governance meetings.

Delivering effective organisation and administration, enabling boards to focus on school improvement.

Clerking Service

Your meeting will be clerked by a trained, knowledgeable clerk. Our service provides professional back-up and Boards will be reassured knowing that they will always have a clerk. In addition, communication is centralised via the clerking service, enabling the Board to have confidence that no messages or paperwork will ever be lost.

By purchasing our clerking service you will receive high quality, professional clerking, with access to expert advice and guidance which is competitively priced and represents excellent value for money.

Ad hoc Clerking Services

If your clerk cannot minute a meeting, we will provide a clerk. Our professional clerks will minute all types of meetings e.g. board meetings, complaint panels, disciplinary meetings etc. By using our ad hoc service, you are assured of an accurate, professional, quality assured set of minutes, at a very competitive price.

Clerk Mentoring Contract

Clerk mentoring supports and encourages new clerks to manage their own learning in order for them to maximise their potential, develop their skills, and improve their performance. Mentoring allows time for your new clerk to look more closely at current working practices and to explore their own ideas for different ways of working in order to support the Board to become more proficient and successful.

Through 2 x 2 hour mentor sessions over the course of one term, an experienced clerk will share their knowledge, skills and experience with your new clerk to assist them in

understanding the role and what it means in practice. The clerk mentor will motivate and empower your clerk to identify areas for development and will help them find ways of achieving these, not by doing it for them, or expecting them to do it in a prescribed way, but by sharing different ways of working and facilitating a best practice approach.



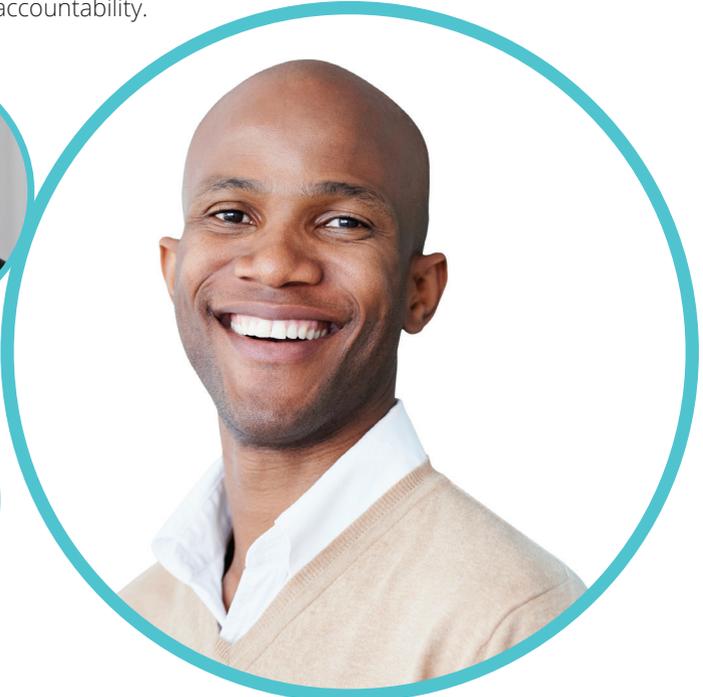
By using our mentoring service your clerk will have:

- A smooth transition into their new 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

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

**Chair of Governors,
Kristi Avanti,
Primary School**

The Board will gain a highly efficient clerk to support their accountability.



Additional Services

Governance Review

Our reviews of governance look at how well your Board is working. The review will strengthen governance and its impact on school improvement by identifying the Board's strengths and areas for development with reference to Ofsted and other good practice criteria. Our governance review will help your Board to be more skilled, focused and effective. By the end of the review, the Board will be aware of what they need to do in order to improve outcomes for all pupils and the different options to make changes more impactful.

At the end of the review the Board will receive an in depth report, identifying areas of good practice and areas which need to be improved, with recommendations and suggested actions.

Board Minutes Review

This desk top review will examine your Board's written minutes and see whether they confirm the Board's hard work and determination. A written report will be received by the Board of the findings, with recommendations and suggested actions.

Mini Governance Review

After a governance review, many Boards wish to see how they have progressed and have external validation of their progress and improved governance. During this mini review, we will talk to governors and examine Board minutes to identify the progress and changes made. In discussion with the Board, next steps are identified for the board to continue to develop and improve.

Facilitated Self Review

The Governor Competency framework expect Boards to have processes for regular self-evaluation, review and improvement. This two hour facilitated self review gives Boards a framework to use and assist the Board to begin to identify their good practice and evidence, for them then to continue by themselves.

Bespoke Whole Governing Board Training Session

Every Board's challenges and needs are different, as every school is different. This two-hour training session is tailored to meet the specific gaps or needs of your Board. These may be sessions adapted from the Octavo training programme, or bespoke training especially designed for you.

Consultancy

We can provide expert Governance advice for specific issues so that governors are able to find effective solutions, e.g. complaints or specific projects such as Governance framework and delegation schemes.

"The external review of governance and pupil premium have sharpened leaders' and governors' knowledge in these areas and have quickly led to better practice."

Ofsted

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 Octavo Governance team can be contacted directly on 020 8241 5486 or email us today at octavogovernance@octavopartnership.org

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

Contact enquiries@octavopartnership.org or call 020 8241 5460 and we can set up your school and users right away.

"Governors are working more effectively as a team rather than doing their own thing. Meetings run more efficiently and are timely."



Creative and forward thinking to maximise impact

Committed customer service

Collaborative, professional and approachable

Challenging to always strive for improvement



School Improvement



Governance Services



Educational Psychology



Information Systems



Finance Services



Human Resources



Newly Qualified Teachers



Professional Development

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

☎ 020 8241 5460

☎ 020 7345 1800

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Trust our knowledge and expertise

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