



SCHOOLS ALLIANCE for EXCELLENCE

AN EDUCATION SYSTEM THAT IS BETTER FOR ALL



SAfE Clerking Service



At SAfE, we are dedicated to providing exceptional professional clerking support to school governing boards across Surrey, enabling effective governance and ultimately supporting the best possible outcomes for all children and young people.



SAfE's mission

We are an inclusive partnership where all children and young people have the opportunities to flourish, enjoy learning and achieve the best possible outcomes through excellent education.

Our new professional clerking service is a vital component in this mission, ensuring that school governance is efficient, compliant, and focused on strategic improvement.



Professional clerking is not just an administrative function; it is the backbone of effective governance that enables boards to fulfil their strategic role and drive school improvement.

Sarah-Jane Ashworth, Head of Governance



The Department for Education recognises that professional-quality clerking is critical to the effectiveness of a governing board.

While our clerking service is new, we are part of an established not-for-profit education partnership that is primarily owned by Surrey schools. This means:



We build on our proven track record of excellent governor/trustee support



Our governance professionals receive comprehensive training and development



We bring trusted expertise in education and governance to your board



You'll benefit from our existing partnerships with local schools



Revenue is reinvested to support Surrey schools

As a service we understand the challenges faced by boards and have designed our service to address your specific needs.

What's included:

-  Clerking for 6 board meetings per academic year
-  Meetings of up to 2.5 hours in duration
-  Comprehensive meeting preparation, attendance and follow up
-  Full governance administrative support
-  Option for in-person or virtual attendance
-  Access to professional advice on governance matters



£3,900
+ VAT

Before meetings

- Plan the annual calendar of meetings
- Prepare focused agendas in consultation with the chair and headteacher
- Collate and distribute papers at least 7 days before meetings
- Provide advice on procedural and regulatory matters

During meetings

- Provide real-time advice on governance procedures and legislation
- Take accurate and comprehensive notes of discussions and decisions
- Ensure meetings follow proper regulatory frameworks
- Support the effective conduct of meetings

After meetings

- Prepare draft minutes within 10 working days
- Follow up on actions arising from meetings
- Maintain accurate records of attendance and decisions
- Handle correspondence arising from meetings

On-going support

- Maintain up-to-date records of governing board membership
- Keep accurate registers of business and pecuniary interests
- Support governor recruitment and induction processes
- Ensure statutory policies are reviewed on schedule
- Provide authoritative advice on governance requirements

Our quality assurance focuses equally on robust systems and professional development. We invest in our governance professionals because their expertise directly enhances the support your board receives.

Governance professional competency framework

We've developed our own competency framework that sets clear standards for governance professionals working in an education setting.

This framework:

- Defines the skills, knowledge and behaviours expected of our clerks
- Provides a structured approach to clerk development and evaluation
- Ensures consistent service delivery across all schools

Professional behaviours

Our clerks follow high-standard professional behaviours based on SAfE's mission. Focusing on communication, excellence and integrity, they help boards fulfil their core functions while contributing to the best possible outcomes for children and young people.

Continuous improvement

Our quality assurance system includes:

- Regular performance reviews of all clerks
- Structured mentoring for new clerks
- Termly professional development sessions
- Monitoring of minutes and documentation quality
- Annual service reviews with customer feedback
- Support from our central governance team



Service	Cost	What's included
Additional meetings	£585 per meeting	Same comprehensive service as standard meetings with a 10% discount
Panel meetings	£650	11 hours of clerk time for exclusions, complaints or HR panels, including procedural advice, meeting attendance and comprehensive minutes.
Additional clerking support	£55 per hour	Additional hours required to support governing body/panel
Governor/trustee training	£480 per session	Bespoke two hour training delivered face to face or virtually to support your board's needs
Strategy away-day facilitation	£680	Professional facilitation of governance strategic planning days, including preparation, materials, and follow-up documentation
External review of governance	£1,900	Comprehensive review of governance effectiveness against national standards, detailed report with recommendations, and follow-up action planning session



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