



OUR **CLERKING SERVICE**



Clerking service

We deliver a professional service with high-quality clerks supporting school governing boards with advice, preparation and minute-taking. Our clerks are experienced governance professionals with specialist skills and expertise in the interpretation of complex legislation, have a sound understanding of governance procedures and are driven to produce the highest quality documentation. Some members of the team have previously worked in a range of sectors including education, legal, finance and corporate governance.

Our clerks work closely with the HEP team and are up to date on leadership, inspection and overall governance. We ensure that all our clerks have access to regular professional development

Key service features

Clerks will support your governing body by:

Providing governors and trustees with specialist professional advice and guidance on procedural and legislative matters at remote or face to face meetings

- Being a link to help you access the services and expertise of HEP
- Providing full support in advance of all full governing body and committee meetings including producing agendas and circulating documentation prior to full governing body and committee meetings
- Producing high-quality accurate minutes with agreed action points
- Maintaining a formal record system for the affairs of the governing body/trust

We are committed to ensuring that your governing body receives a high-quality service by:

- Quality assuring the work produced by clerks, including reviewing draft minutes
- Identifying any urgent areas that require specialist advice
- Providing our clerks with support, guidance and formal appraisal
- Organising cover from our trained pool of clerks if your regular clerk is unable to attend a meeting or an independent clerk is required
- Providing ad hoc services to cover specialist panel, hearings and working party meetings to include setting up meetings, producing notes with agreed actions and carrying out any follow up work

Service standards

- Agendas are produced in consultation with the Chair and distributed with documentation 7 days before meetings
- Draft minutes are prepared within 10 school days of a governing body meeting

Clerking package 2026-2027

No. of meetings	HEP member prices	Non-HEP prices
6 meetings	£2,786	£3,406
3 meetings	£1,445	£1,754
1 meeting	£516	£619
Hearings	£232	£263
Additional charge for meetings over 2.5 hours	£85	£100
Ad hoc (not including hearings)	Prices upon request	Prices upon request

Terms and Conditions

- Additional charges will occur for meetings that exceed 2.5 hours
- The full charge of the meeting will be charged once the clerk has arrived at the meeting

Cancellation Charges

- A cancellation fee will be incurred should a meeting be cancelled and the clerk has spent time preparing an agenda and documentation in advance of the meeting
- Cancellation fees will be charged in proportion to the notice period given

Cancellation terms/notice period by governing body	Cancellation fee
More than 24 hours	
• Agenda and documentation have not produced by the Clerk • The meeting is cancelled with more than 24 hours' notice	No fee
• Agenda and documentation have been produced by the Clerk • The meeting is cancelled with more than 24 hours' notice	3 hours of the hourly clerking service rate
Less than 24 hours	
Clerk has prepared the agenda and the meeting is cancelled with less than 24 hours' notice	Half the meeting rate
On the day of the meeting	
Clerk has not prepared the agenda and meeting is cancelled on the day of the meeting	3 hours of the hourly clerking service rate
Agenda and documentation has been produced by the Clerk and the meeting is cancelled on the day of the meeting	Half the meeting rate
The meeting is cancelled whilst the Clerk is on the way to the meeting or has arrived at the meeting	10 hours of the hourly clerking service rate

Notice Period

This is a continuous contract that requires schools to give at least two terms' notice at any point during the year if they wish to cancel the service. Failure to provide such notice will incur the cost of the service.

C O N T A C T U S

If you would like us to meet your clerking requirements, please contact us at: GovernorServices@haringeyeducationpartnership.co.uk or Tel 0203 967/5097

