

Improve the effectiveness of your Governing or Trust Board



A quality Clerking Service that meets your board's needs

Professional clerks providing expert support, advice and guidance to your board of governors

Does your board benefit from the experience and expertise of a professional clerk, supported by acknowledged governance expertise? The Strictly Education Clerking Service provides a professional, quality, vetted clerk, backed up by exceptional professional development (see over) and expert advice.

The Strictly Education Clerking Service provides:

- support from a professional, high-quality, vetted clerk, backed up by exceptional professional development (see over) and expert advice;
- a range of bespoke clerking/governance professional solutions to meet your needs, whether you're a maintained school, stand-alone academy or multi-academy trust;
- a full service, from agenda setting and collation of supporting papers to distribution of final draft minutes, completing board actions and everything in between.



Key Benefits:

- ✓ Professional clerks/governance professionals
- ✓ Flexibility with cover for additional meetings, panel hearings etc.
- ✓ Temporary cover if your clerk is unable to attend
- ✓ Quality-assured service
- ✓ Access to clerking helpdesk for advice and guidance
- ✓ Company-secretarial duties including filing returns



Call us on 0330 123 2549
enquire@strictlyeducation.co.uk

<https://www.strictlyeducation.co.uk/services/clerking-service>



Training & Development for Clerks

A complete programme for clerks and governance professionals

Timely and routinely updated CPD to support your board

Enhance your clerk or governance professional's capabilities through comprehensive professional development and training. Our training programme equips them with the knowledge, skills and resources they need to provide ongoing and effective support to your board.

Our programme is mainly delivered virtually and is updated termly, to ensure its timely and relevant focus informs meeting agendas and knowledge-base. We help your clerk acquire the necessary skills and knowledge, enabling them to contribute effectively and elevate the overall performance of your board.

We offer a range of sessions throughout the year including:

- ✓ Termly Clerks' Briefing
- ✓ Termly Clerks' Forum
- ✓ Clerking – New to Role
- ✓ Pupil Suspensions and Exclusion Panel – what clerks need to know
- ✓ Data Protection – the role of the clerk
- ✓ Effective Minute Taking
- ✓ School Finance for Clerks
- ✓ Compliance - why getting it right matters
- ✓ Clerking Procedures for New Clerks

