



Odyssey Educational Trust- Invitation to tender for clerking and governance services

Odyssey Educational Trust is composed of Humberstone Juniors and Humberstone Infants schools. Following a review of governance in 2019 the Local Governing Bodies (LGB) were dissolved temporarily and it is intended to create a new joint LGB in Autumn 2020.

The Trust now wishes to enter into what is intended will be a stable and lasting arrangement with an individual or organisation to provide clerking services and governance advice to all the people involved. This is set out in the following pages. Please complete the following if you are interested in tendering for this opportunity and submit by email to cmeredith@humberstoneacademy.co.uk before 30 September 2020 along with details of your experience and how you are able to provide the service. Please include details of any substitutes you may use if you are unavailable.

It is intended that the Trust will meet interested parties to appoint the most suitable provider.

I of (organisation if applicable) submit the following tender for the provision of services as described in the following document.

Cost per meeting: £

Cost of other services as described: £

If you have any questions please email the Interim Business Manager at the Trust, Colin Meredith on cmeredith@humberstoneacademy.co.uk



Odyssey Educational Trust

SERVICE AGREEMENT FOR GOVERNANCE ADVICE & ADMINISTRATION

PERIOD COVERED: 1 SEPTEMBER 2020- 31AUGUST 2021

1. THE PARTIES

1.1 The Trust

Odyssey Educational Trust Registered Company Limited by Guarantee (08612100)

The Supplier of the services_.....

2. SERVICE TERMS

2.1 Length of service

For the academic year 2020/21 starting on 1 September 2020 and finishing on 31st August 2021.

2.2 Rates & Working commitments

All meetings are planned for Thursdays at 4pm, and are intended to take place on the following dates at Main Street, Humberstone, LE5 1AE:-

Board

1 October 2020

10 December 2020

28 January 2021

19 March 2021

13 May 2021

1 July 2021

Members/AGM

28 January 2021

One other to be arranged

Finance and Audit Committee

26 November 2020

12 January 2021

5 March 2021

17 June 2021

Pay Committee

15 October 2020

Local Governing Body (combined Humberstone Infants and Juniors)

19 November 2020

27 February 2021

10 June 2021

For **each** Board and Committee meeting it is expected that the average following time commitment will be required:

Preparation, agreement and publishing of agenda and papers	2 hours
Attendance at meeting	2.5 hours
Minutes and follow up work	2.5 hours

le a total chargeable hours per meeting of 7 hours.

During the year other work as detailed below or as arises to provide advice to the CEO, Chair and other trustees and to ensure that the Trust meets all its statutory requirements in providing information to government departments and Companies House. This is estimated to provide a further **100 hours of work annually**.

2.3 The Services

The following services shall be provided.

- Liaising with the CEO & Chair to prepare the agenda for the meetings, ensuring third parties are aware of their requirements.
- Liaising with the CEO's PA with regard to room booking, set up and refreshments
- Chasing relevant papers from pertinent people for collation
- Sending all papers to the Board/Committees through GovernorHub around 7 days prior to the meeting.
- Attending all meetings and advising on governance issues where necessary.
- Sending draft minutes to the CEO and Chair within 7 days.
- Amending draft minutes and circulating as above.
- Monitoring the attendance of the Trust / Governing Body and Committees.
- Managing the Trustees Terms of Office dates and renewals (assisting with recruitment, if required) and ensuring publication on website.
- Monitor website(s) to ensure all statutory information is published.
- Monitoring Terms of Reference, delegations and policies (for which the Trust Board/Committees have responsibility).
- Advising the Trust, Board and Committees about constitutional matters, duties and procedural matters.
- Maintain entries on Companies House and Get Information About Schools websites, and any similar requirements that arise during the year.
- Maintaining copies of all papers, minutes, agendas on GovernorHub.
- Ensure a list of trustees and members lists of registered interests is maintained, liaising with auditors on their requirements.
- Attend any exclusion and appeal meetings.
- Ensure that all statutory policies are in place and a review cycle is in place for them.
- Attend relevant courses and keep up to date with national and local developments in education.

These services may be subject to amendment or modification at any time after consultation with the provider. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relations to the services required.

2.4 Invoicing and payment

The provider must submit an invoice to the Trust Finance Officer by email to finance@odysseeducationaltrust.co.uk on a monthly basis at the agreed rate. This will include one twelfth of the annual 100 hours and the per meeting rate for meetings held during the preceding month.

Payment will be made at the end of each month, provided the deadline and paperwork are submitted correctly and on time.

It is agreed that generally exclusion and appeal meetings are additionally chargeable at a rate of £?? per meeting. It is understood however, that, if the Clerk, can accommodate the work required by these additional meetings within the time commitments required by the services as indicated above, then the Clerk will not invoice for these additional meetings.

The Trust will meet the cost of stationery and postage expenses incurred in the course of carrying out this work.

3. TERMINATION

- 3.1 The Trust and the Supplier can terminate this contract at any time with 2 months prior notice.

This agreement was made on and signed by:

On behalf of the Trust (CEO):

The Provider:

DRAFT