

Governor Support - Service Offer

Spring Term 2021

Covid-19 Update



To All Governing Boards of NCC schools in the Governance Support, Advice and Development SLA,

I am sure, like the rest of the team, you are saddened that we are still going through this very difficult time. After the most recent lockdown was announced on Monday 4th January, it was clear that our meetings must and will stay in a virtual format for a while longer.

Over the Christmas break, the Governor Support Team, like many other NCC employees, moved from Google back to Microsoft and therefore our meetings will now be held in Microsoft Teams. I would like to take this opportunity on behalf of the Team to thank you all for trying so hard to get to grips with Google Meet very quickly and with tremendous success. Since March 2020, the Governor Support Team has held over 400 virtual meetings with our Governing Boards.

We are confident that the move to Microsoft Teams will be just as successful and there are instructions on how to join a Teams meeting on the next page.

To confirm our service this term will include:

- The publication of a concise draft agenda, including statutory items only, to which any school business can be added at the request of the Chair of Governors or Headteacher.
- The circulation of this agenda electronically, 7 days prior to a meeting.
- The organisation and management of **one virtual meeting two hours in length or two virtual meetings of one hour each in length**, during the Spring Term. The time is not limited to the figures given here, but this is our suggested time to ensure your meeting runs effectively and the attention of participants is held.
- *NB. For schools that have purchased the Gold level SLA please contact your School Support Officer to discuss how we will, or you would like us to, support you over and above this offer.*
- An accurate, high quality set of minutes for each meeting and a set of action points, as stated in our SLA document.

In addition to this all-other aspects of our SLA will continue to run as normal such as database management, clearance of new governors, unlimited telephone advice, policy updates and access to the NGA Learning Link.

Next steps

In the coming weeks, your School Support Officer will contact both the Headteacher and Chair of Governors to discuss the service offer and how the board would like to proceed using virtual meetings.

- Dates and times will be agreed if not already in the diary.
- The agenda will be discussed and finalised.
- The meeting will be arranged, and email invitations sent out, followed by an agenda 7 days prior to the meeting.

If you do not give your consent to be invited to, or take part in, a virtual meeting please let your Chair of Governors know so that we can capture this response.

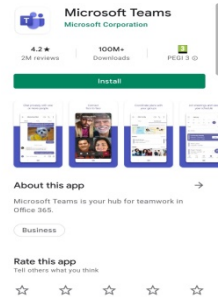
Microsoft Teams



Our chosen platform for holding meetings will be Microsoft Teams. Many of our schools and governing boards are already familiar with the functionality of Teams but for those who are not, here is how to join a meeting.

The following step by step guide is for all governors and will detail how you can access a meeting from your phone, tablet or desktop device in 5 simple steps.

1. You will need to download the Microsoft Teams app to your device if you do not already have it. It will appear in your App store like this. You will be able to use Teams with any email address, from any provider. If you are using a laptop or desktop PC there is the option to open Teams in your browser so the download is not necessary.



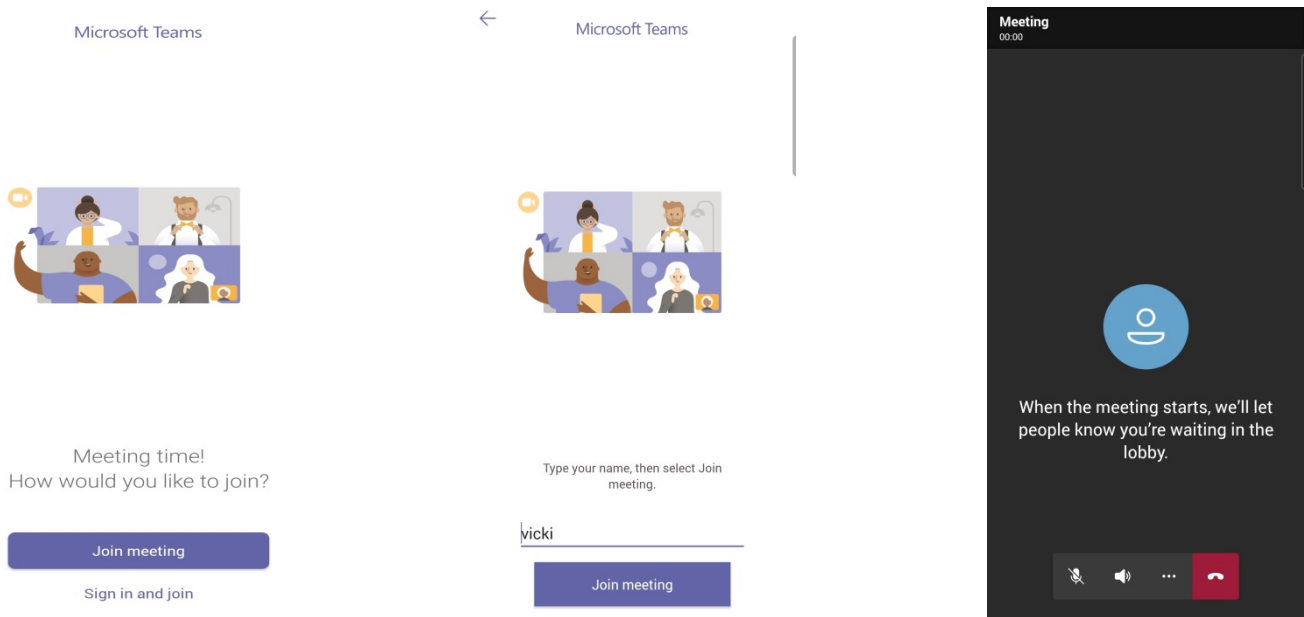
2. The meeting will be set up by your School Support Officer and an email invitation will be sent to you. It will look like this. If you do not complete step 1, you will be reminded here when clicking on the link.



3. On the day and time of the meeting go back into your original meeting invite and click the 'Join on your computer or mobile app' link. By joining in this way, you will have the choice of using both a microphone and camera.

4. If you wish to join ONLY by phone please dial the number shown here and use the access pin provided. This will allow you to join the meeting as a teleconference option only. **Please check with your network provider if you will be charged for this call. As far as we can see, it should be free but we cannot promise that this is the case.**

5. You will then see the following three screens, follow the instructions and you will be ready to join.



6. That's it! You will now be part of the meeting. The Governor Support Team look forward to seeing you all again soon and remember if you need any further help please contact your School Support Officer directly.

We kindly ask that you consider the following requests in relation to any meetings that take place, in order to help your School Support Officer run the meeting effectively and to accurately record your important discussions.

- 1. Send any apologies ahead of the meeting so that we can ensure there are enough governors joining the meeting to form a Quorum for it to take place.**
- 2. Join the meeting on time.**
- 3. Discuss any urgent business prior to the meeting with the Chair so it can be factored into the running time of the meeting.**
- 4. Raise your virtual hand if you wish to speak.**



- 5. Use your mute button as appropriate to minimise any background noise.**