



# Syzygy Leisure

## 2019-20 Offer



### **Syzygy Clerking**

Clerking to School and  
Academy Governing  
Bodies  
Disciplinary and  
Grievance Hearings

### **Syzygy Training**

First Aid  
Safeguarding  
Mental Health First Aid  
Equality and Diversity  
Clerking

### **Syzygy Safeguarding**

Policies and Procedures  
Case Management  
Training  
Audits

### **Syzygy Leisure**

Strategic Planning  
Facility Development  
and Design  
Sports Development  
Equality and Diversity

## **Welcome to Syzygy Leisure Limited**

We have been providing tailor-made solutions to schools, the sport and leisure sector and businesses for over 30 years offering services in many different ways.

We work closely with you to make sure that every project we do is unique and that we deliver what you need. We care about providing a quality of service. Within the company we have considerable practical experience covering a wide range of services. These services include the vital back-ups of training and facilitation. We deliver, to every client, an exciting, vibrant project which is understood - and owned - by everyone involved. We see ourselves as part of your team.

With Syzygy, what you see really is what you get: the team who you meet at the outset will be the people who will undertake the work for you, throughout the project. We ensure that all our resources go towards the projects that we work on. We have the ability to expand the team with a wide range of high calibre professional staff.



## SYZYGY CLERKING

We are committed to providing an efficient and effective administration support to governing bodies. All clerks employed by the company are trained and regularly briefed on new developments and current issues in education

### Our Clerking Offer

We can provide you with

- An appointed clerk to your governing body
- Where possible, a replacement, at no additional cost, if the regular clerk is unable to attend or continue for any reason
- A specialist clerk if necessary for disciplinary, grievance or exclusion hearings

We carefully select and train our own staff and monitor the quality of their work. We encourage them to take training provided by Local Authorities and to become fully accredited by completing the National Clerks Development Programme. They also benefit from regular briefings and get-togethers, our library of key governance data and best practice, and our online forum.



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### Fee Structure for Clerking Services for Sept 2019 to Aug 2020

The following fees are for meetings up to 3 hours

- **One-off meetings, including disciplinary & grievance: £260 + VAT per meeting**
- **2-6 meetings: £200 + VAT per meeting**
- **7-12 meetings: £195 + VAT per meeting**
- **13-19 meetings: £185 + VAT per meeting**
- **Over 20 meetings: £175 + VAT per meeting**

Meetings over 3hrs will be charged at £30 for each 30 minutes or part thereof.

**Contact us to confirm your requirements from September.**

We also offer a range of additional services, please check our website and social media pages for updated information.



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Additional Services	Rate
• Letters to parents, staff or other parties regarding possible disciplinary or grievance proceedings.	£20.00/hr
• Making applications for funding, membership or clearance of personnel.	£20.00/hr
• Undertaking a skills audit.	£20.00/hr
• Managing governance information on a database system.	£20.00/hr
• Training your staff to use your database.	£30.00/hr
• Conducting elections for parents of your staff.	£30.00/hr
• Website compliancy review & report	£100.00/review



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We are delighted to announce a new partnership with GovernorHub.

We can offer you a **month's free trial plus a discounted rate** if you buy a GovernorHub licence through us!

Furthermore we can help you to set up and manage the service for a rate of £300 +VAT per day.

Check the website for more information  
[www.syzygyleisure.co.uk](http://www.syzygyleisure.co.uk)



GovernorHub Offer	Estimated time
• Consulting with your school leadership team to scope out the project.	½-1 day
• Staff training for the Head, Governors, school admin staff.	½-1 day
• Project management including the upload of key documents.	>3 days
• Creating protocol documents for the school.	1 day
• Ongoing support of GovernorHub	1 day per term charged at the school normal meeting rate





# SAFEGUARDING

Safeguarding has never had a higher profile. It is now at the forefront of the consciousness of parents, government and media. Syzygy Safeguarding can offer a solution to this conundrum: a new approach to a comprehensive safeguarding function delivering affordable access to focused and tailored services.

## Safeguarding

Section 175 of the Education Act 2002, and The Education (Independent School Standards) Regulations 2014 place a duty on the boards of maintained schools and academy trusts to have arrangements in place.

Keeping Children Safe in Education helps to identify how this can take place and how Ofsted Inspections will seek to verify that appropriate arrangements are in place. One way of undertaking this and ensuring that you are meeting statutory requirements is through an annual safeguarding audit.

Syzygy Safeguarding has extensive experience in all aspects of safeguarding and can provide Annual Audits and training to meet your needs from £300+VAT per day.



## SYZYGY TRAINING

Having a well trained workforce is vital to any organisation regardless of whether they are volunteers or trained staff. We can work with you to develop a training package that meets your needs.

### First Aid & Mental Health First Aid Training

Keeping everyone safe is part of any employer's responsibility, and under the Health and Safety at Work Act, you are required to look after the health, safety and welfare of all your employees as well as visitors to your site. Consideration needs to be given to both physical and mental first aid. We can offer both of these to you on your site. Below are some examples of what we can offer to you, but we can also tailor training to suit your needs more specifically.

Course Type	Duration	Cost +VAT
Level 3 Emergency First Aid at Work	1 day	£395 for up to 12 people
Level 3 First Aid at Work	3 days	£1150 for up to 12 people
Mental Health First Aid England Mental Health First Aiders Course	2 days	£2500 for up to 16 people
Mental Health First Aid England First Aid Aware	½ day	£1000 for up to 20 people





## SYZYGY TRAINING

Having a well trained workforce is vital to any organisation regardless of whether they are volunteers or trained staff. We can work with you to develop a training package that meets your needs.

### Other Courses

We have expert facilitators and trainers who deliver bespoke training including **Positive Handling in Schools**

We can offer 1 and 2 day courses which provide guidance and instruction for school staff in the underpinning legal knowledge and physical skills necessary to enable them to be able to safely control and restrain pupils in line with current UK Law and Guidance and best practice.

Prices start at £550 per day for up to 12 people.

Keep an eye on our website and Facebook page as we add more workshops in 2019.

**[www.syzygyleisure.co.uk](http://www.syzygyleisure.co.uk) & Facebook/Syzygy-Leisure**



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# **TERMS & CONDITIONS 2019-2010**

# Terms & Conditions 2019-2020

## GENERAL INFORMATION

### Definitions used in this document

- A meeting is defined as all work required to be undertaken by a Clerk before, during and after a physical meeting.
- A committee means a group established by the Governing Body to which the Governing Body has delegated any of its functions.
- Syzygy Leisure, Syzygy Clerking and your Clerk = Us, Our or We.
- School, Trust, Academy, Board or Governing Body or any members of = You or Your.

### Compliance with the general data protection regulation (GDPR)

We are compliant with the GDPR. To provide our services we require certain information about your school, trust, academy, board, governing body and members of your staff. A copy of our GDPR policy is available upon request. Your rights as specified by the GDPR are unaffected by this agreement. Our privacy statement is also available on our [website](#)

## FINANCIAL INFORMATION

The following fees are fixed to August 2020:

- One-off meetings, including disciplinary/grievance: £260 + VAT per meeting
- 2-6 meetings: £200 + VAT per meeting
- 7-12 meetings: £195 + VAT per meeting
- 13-19 meetings: £185 + VAT per meeting
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# Terms & Conditions 2019-2020

## Invoicing and Payments

- Our fees are fixed to August 2020 and are subject to VAT at the current standard rate.
- Invoices will be issued at the start of each term or academic year as appropriate.
- All FGB and committee meetings are charged at the same rate within the fee band selected, and additional standard meetings are charged at this rate.
- Other meetings selected will be charged at a higher rate.
- All meetings are deemed to be separate meetings.
- Meetings run back-to-back are deemed to be separate meetings and will be charged accordingly.
- Payment must be received within 15 working days of the date of our invoice. For invoices not paid within the due period we reserve the right to levy the full meeting fee of £260.
- We will charge £30 per 30 mins or part for any services provided at a meeting that lasts over 3 hours.
- We will charge the agreed meeting fee for any meeting that is cancelled or postponed with less than 72 hours' notice.
- We reserve the right to charge an administration fee of £75 for any meeting which is cancelled or postponed with less than 15 days' notice.
- To benefit from the lower fees charged for clerking a large number of meetings, you must provide us with a single payment point. We will not provide invoices for individual schools within such groups.

## ABOUT OUR CLERKS

We are not a recruitment agency. We employ and train our Clerks, so they should not be subjected to interview procedures by prospective boards. We recommend a meeting with the Chair of your Governing Body and Head Teacher at the start of the contract to agree ways of working and to ensure good relationships can be formed. We do not share our Clerks' curriculum vitae or previous work history with clients.

# Terms & Conditions 2019-2020

## **Clerk's line of authority and reporting**

Your Clerk is the “constitutional conscience” of your Governing Body and is accountable to your Governing Body. For reasons of probity and independence, as advised by the DfE, the main responsibility for managing the relationship between the Clerk and the Governing Body should rest with your Chair.

## **DBS and identity**

Under current legislation, a clerk is **not** legally allowed to have an Enhanced DBS check against the barred list. Clerks should be accompanied at all times on school premises at times when children and young people are present, during school time or while school activities are ongoing. All our Clerks will produce proof of identity on request.

## **Absence of the Clerk**

We will try to supply a substitute clerk if for any reason your substantive Clerk is unable to take a meeting, but this cannot be guaranteed. Fees for meetings for which we cannot provide a substitute Clerk will be refunded. No refund will be given if your Clerk cannot attend a meeting due to bad weather, road closures or acts of God or if you cancel/postpone a meeting with less than 72 hours' notice.

Schools/Trusts/Partnerships are responsible for the co-ordination of meetings between all schools in their contract.

## **Working with your Syzygy Clerk**

To allow our Clerks to work most effectively for you, we recommend that you treat them as you would a member of your own team. We ask Chairs to ensure that meetings are conducted in an orderly fashion and particularly that you reply to communications from your Clerk within 3 days to help them meet timescales and your statutory obligations.



# Terms & Conditions 2019-2020

You should provide the following for your Clerk:

- Access to previous minutes, your database system (e.g. GovernorHub) and any other information they may require to efficiently carry out their core duties.
- Up to date information about your Board's constitution and membership.
- Contact details for your governors and key members of staff.
- Access to parking.
- Accompaniment at all times while on your premises.
- An adult-sized chair and table at meetings, preferably placed next to your Chair of Governors.
- A short break if a meeting goes over 2 hours.
- Your clerk will use their discretion whether they remain should a meeting exceed 3 hours without prior agreement.
- Refreshments and access to toilet facilities.
- Copies of documents for meetings as required.

## **Our Clerks will:**

- Have undertaken training before taking up post with you.
- Update their knowledge and expertise as required.
- Be encouraged to undertake the national clerks' development programme or similar.
- Have signed Syzygy Clerking's code of conduct and conduct themselves professionally and with propriety.
- Be subject to Syzygy Clerking's quality assurance procedures.
- Be accompanied by a mentor if they are a new clerk taking their first meeting.
- Make every effort to arrive in good time for meetings.
- Carry proof of identity when on your premises.
- Remain until the end of the meeting, unless it goes over 3 hours in which case they may use their discretion.
- Will comply with the terms of the GDPR and will not divulge any information deemed to be confidential by your Governing Body unless specifically requested to do so.
- Inform you should there be any delay in administration or clerking provision for any reason.

# Terms & Conditions 2019-2020

## WORKING WITH SYZYGY CLERKING

### You agree to:

- Give at least 72 hours' notice of cancellation or postponement of a meeting otherwise a full charge will be levied.
- Allow us to use the information you have provided about your school or trust and certain members of your staff and governing body, as laid down in our GDPR policy.
- Provide a schedule of meetings to be agreed at the start of the year and meetings.
- Ensure your meetings last a maximum of 3 hours, and pay additional charges if a meeting lasts longer than 3 hours.
- Not disclose your Clerk's personal details without their prior consent.
- The main responsibility for managing the relationship between the Clerk and the governing body resting with your Chair.
- Your Chair responding to communications from your Clerk within 3 days.

### You are not permitted to

Make private contractual arrangements with any of Syzygy's Clerks for 2 years after cessation of your contract with Syzygy Clerking, as stipulated in our employment contract with our Clerks.

## Termination of services

We require you to give us a minimum of one full, long term's notice should you decide to terminate our Clerking services. Should we be unable to continue to provide you with Clerking services, we will give one full, long term's notice, unless the company ceases to trade.

## Annual Agreement

A new SLA will be issued to you before the end of June each year. If we have not received a cancellation notice (as above) from you, we will initiate the new Service Level Agreement (including new fee structure) from September.



**Syzygy Leisure Limited**  
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**01604 670 222**

**[www.syzygyleisure.co.uk](http://www.syzygyleisure.co.uk)**