



Consultancy

- a COBIS Service

Guidance Notes

COBIS has now formalised the way that it connects Member Schools with appropriate sources of advice, training, and other forms of consultancy. COBIS now has a list of quality assured consultants who are available to COBIS Members upon request. The list currently covers the following areas:

Educational

- Issues related to governance
- School management structures and processes
- Curriculum models
- Parent community relations
- Alumni and fund-raising
- Preparation for inspection
- School development planning
- Safeguarding children
- Teaching and learning

Generic

- Recruitment and selection
- Appraisal
- Remuneration
- Business (school) start-up
- Building development
- ICT (network development, planning and support structures)

COBIS will also respond to requests for other types of consultancy and will be clear with Members when it sources a specialist consultant who is not on the approved list. Only consultants who have submitted evidence of their competence in specific areas will be listed by COBIS.

Listed Consultants will have signed a memorandum of agreement which defines what COBIS expects from them. This includes a CRB clearance, impartiality, confidentiality, clear and timely communication, good management of their work during an assignment, and continuous professional development related to the areas of work offered to COBIS. COBIS will continuously monitor the quality of work done by consultants and adjust the list where necessary.

If a COBIS Member School requests consultancy COBIS will ask it to fill in a short proforma outlining what is wanted, when, and other background information. This will be used to brief the consultant. COBIS will then formally introduce a consultant on behalf of the Member and (once chosen or approved by the school) ask the assigned consultant to deal direct for the remainder of the assignment.

COBIS has a simple framework of recommended charges for consultancy - though we acknowledge that in a varied market some consultants may propose alternatives. Members

are therefore free to negotiate above and below these rates with the consultant assigned to them. Consultants are asked to pay COBIS 15% of the gross fee + VAT for UK registered consultants they receive for each assignment. (Both may be subject to a maximum amount agreed by COBIS with the consultant.) This is to enable COBIS to cover administrative costs and maintain a high quality, easy to use, service.

After the completion of each assignment COBIS will send out short feedback questionnaires to the Member School and the consultant - an important part of our process of continuous quality assurance.