

Introduction

COBIS facilitates the connection of Member Schools with appropriate sources of advice, training, and other forms of consultancy. COBIS has a list of quality assured consultants who are available to COBIS Members upon request. COBIS Consultants have expertise in the following areas:

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

COBIS Consultants will have signed a memorandum of agreement which defines what COBIS expects from them. This includes a DBS 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.

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.

Fees

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. However COBIS will maintain a perspective on this so that Members can plan, and consultants can decide if COBIS work is for them.

The following daily rates are recommended:

- Issues related to governance - £795
- School management structures and processes - £795
- Parent/community relations - £795
- Curriculum models - £575

- Alumni and fund-raising - £575
- Preparation for inspection - £575
- School development planning - £575
- Safeguarding children - £575
- Remuneration - £795
- Business (school) start-up - £795
- Recruitment and selection - £575
- Appraisal - £575
- ICT (network development, planning and support - £575

COBIS considers that associated costs are likely to include the following:

- Travel to and from the place of the assignment at ordinary rates (i.e. not First Class on public transport or Business Class on flights)
- Accommodation in the vicinity of the assignment (normally arranged by the Member)
- Subsistence (mainly food and beverages)
- VAT where applicable

It is assumed that the cost of phone calls, printing, and insurance are covered within the fee. COBIS will charge consultants a fee of 15% of the gross fee for the assignment unless the consultants are formally associated with COBIS Supporting members, in which case the fee will be 10%. (These may be subject to a maximum amount per assignment, agreed between COBIS and the consultant.) This is to support the cost to COBIS of administering the service and undertaking its quality assurance.