

School Governors Review

Outline Costs For Carrying out a Survey of Individual School Governors

Printing (to be paid by Governor Support & Development Services)	Survey Folded A3 tinted paper, double sided = 6p per copy	£65.82
	Covering letter & printout of information currently stored on database A4 white paper, double sided = 5p per copy	£54.85
Postal (Costs to be split between Scrutiny & Governor Support & Development Services)	Mail out Up to C5 envelope no more than 5mm thick and weighing no more than 100g Second Class = 24p per envelope (to be paid by Governor Support & Development Services)	£263.28
	Second Class pre-paid return envelope Cost based on all 1097 being returned = 24p per envelope (to be paid by Scrutiny)	£263.28
Database Reconfiguration (to be paid by Governor Support & Development Services)	Add additional fields to database in line with the questions in the survey	£160.00
Data Entry (to be paid by Scrutiny)	Based on: 4-sided questionnaire including 3 open-ended questions A 70% response rate i.e.768 completed surveys from the 1097 issued	Between £550 - £750
	NB: It will not be possible to provide a firm cost for the data entry until the questionnaire is finalised.	
Production of Reports (to be paid by Scrutiny)	Reports based on information collated from the database	£20 - £60