

Clerks' Newsletter



Norfolk County Council
at your service

No.44 Autumn Term 2010

Suggested agenda items for the Summer Term

1. Consideration of apologies (plus list of those present at the meeting)
2. Election of Officers: Chair (conducted by the Clerk) and Vice Chair (conducted by the new Chair)
3. Committees: Review of committee structure and membership. Confirm terms of reference
4. Appoint governors with special responsibilities e.g. SEN, Safeguarding, Performance Management
5. Agree a meetings calendar for the year, including committees
6. Register of business interests
7. Confirmation of the minutes of the previous meeting
8. Matters arising from the minutes
9. Update on the SEF
10. Review progress of the School Improvement Development Plan
11. Review progress of the Governing Body Development Plan
12. Headteachers Report
13. Committee Reports, based on formal minutes from committee meetings
14. Feedback from governor training attended
15. School based items (see list below)
16. Any other business (not for lengthy discussion or vote)
17. Date and time of next meeting

Additional items for inclusion

- Review of the Aims of the school
- Staff job descriptions and salary reviews (or in committee)
- Policy reviews as part of a rolling review programme
- Review of Admission Policy (Foundation and VA schools only)
- Budget review (or in committee with delegated responsibility)
- Setting school/pupil targets (statutory for Key Stages 2 and 4)
- Performance Management

Clerks' Training

'Skills for Clerks' training will be held on the following dates between 9.30 – 13.00:
Norwich 2nd November 2010
King's Lynn 29th November 2010

'Practical Skills for Clerks' sessions will be held next term.

We look forward to seeing as many of you there as possible. If you have any queries, please ring Tina Brown on 01603 303357.

Western Area Clerks' Association (WACA)

The next meeting of the Western Area Clerks' Association will be the Annual General Meeting. The date and time of the meeting is 21st October 2010 at 2.00pm at the West Norfolk Professional Development Centre, King's Lynn. If you would like more information, please contact Anne Graveling on 01603 303359.

Safer Recruitment Training

The statutory requirement for the Head teacher and one governor to have completed the Safer Recruitment Training came into force in October 2009. As some governors find it difficult to access the on-line training, Governor Services will continue to offer more face-to-face training on this subject in the Autumn Term.

The dates are as follows:

Norwich	18 th October 2010
Kings Lynn	6 th December 2010
Gt Yarmouth	9 th November 2010

All sessions will run from 09:15 – 17:00 (sandwich lunch included)

Clerking Service

More schools are currently asking for the clerking service than we have clerks available. If you feel you have the relevant skills and would like to join the clerking service, please contact Anne Graveling on 01603 303359 for more information.

Governor Services Training Booklet

The Governor Services Training Programme, that covers training opportunities for the whole of the next academic year, is now available and has been sent to individual governors' home addresses. Please draw your governors' attention to it, as it includes many new courses, including a certificated three part course looking at SEN issues and a series of seminars for Special School governors.

Ofsted

The new Ofsted Framework came into force from September 2009. It is supported by a new style SEF and it is important that your governors are aware of Ofsted's expectations of governance. However, as you are probably aware, the new government is considering changes, especially with regard to the SEF. We will keep you posted on any changes when they come into force.

It is also important that Clerks are aware of Ofsted expectations, as the Governing Body minutes will be one of the key sources of evidence available to inspectors to ascertain the quality of governance in the school.

Safeguarding

Please make sure that your school has a Single Central Record with regard to Safeguarding Children and Child Protection. This includes details of CRB checks, teacher qualifications etc. We are continuing to offer central safeguarding training and are now able to offer it for clusters of schools. Please contact Tina Brown on 01603 303356 for further information.

Vetting and Barring Scheme

Please note that a review is currently taking place on the Vetting and Barring scheme. We will keep governors posted on any developments via our website.

Arrangements that were in place before June 2010 continue to apply, including the requirement for every appointment panel for a post in school must include at least one person who has completed the national training programme in Safer Recruitment.

Reminders

Could all clerks try to ensure that the Head teacher's Report and any Committee minutes are sent out with the Agenda so that governors have an opportunity to read them prior to the meeting. It will then not be necessary to have them read verbatim during the meetings, thereby saving time for more productive discussion.

Also, could clerks ensure that List 99 forms for new and reappointed governors are sent to Governor Services as soon as possible to ensure that governors are properly appointed and the Governing Body database for your school is up to date.

Date for your diary

Norfolk Governors' Network is holding a conference on 13th November 2010 (09:00 – 13:00) in Norwich. Details are available on their website www.ngn.org.uk

To contact the Governor Services you can:

Telephone: 01603 433276 Ask for the Governor Services and/or the name of the person you wish to speak to (if you know it).

Or you can:

Fax: 01603 700236

E-mail:
governorsupport@norfolk.gov.uk

Post: Governor Services,
Children's Services,
Professional Development Centre,
Woodside Road,
Norwich,
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