

Clerks' Newsletter

Suggested agenda items for the Summer Term

1. Consideration of apologies (plus list of those present at the meeting)
2. Minutes of the last meeting
3. Matters arising
4. Correspondence
5. Head teacher's Report
6. Committee Reports
7. Approval of any budget revision (or in committee (Education Act 2002) where agreed)
8. Approval of School Fund Account
9. Update on the SEF
10. Review progress of School Improvement Development Plan
11. Governing Body Self Evaluation
12. Review of the staffing complement
13. Promoting Community Cohesion
14. Modern Reward Strategy update
15. CRB checks (please ensure that the school has a full single central log of all CRB checks on staff and other qualifications)
16. Vetting and Barring update
17. Feedback from governor training attended
18. School based items (see list below)
19. Any other business (not for lengthy discussion or vote)
20. Date and time of next meeting

Additional items for inclusion

Review of Pay Policy
Review of Performance Management Policy
School Prospectus (see new guidance applicable from September 2010)
Governing Body Self Evaluation

Western Area Clerks' Association (WACA)

The next meeting of the Western Area Clerks' Association will be held on 8th June at The Professional Development Centre, King's Lynn. The Annual General Meeting will be held on 5th October 2011 and will celebrate the 20th Anniversary of the Association. Please let Anne Graveling know if you wish to attend on 01603 303359 or E-mail her on anne.graveling@norfolk.gov.uk

Governor Appointments

Please can you ensure that Governor Services is notified of all re-elected, re-appointed or newly recruited governors as soon as they join (or re-join) the governing body. You should do this by sending in a completed Acceptance form. (This allows us to check against the list of people who are unsuitable to work with children.)

The completed and signed declaration also means that the individual has declared themselves able to take up the position of school governor, and that there are no other reasons why they should be disqualified, e.g. bankruptcy. Only when all the criteria are met can we formally add the governor to the database.

We would request that, for those of you who work in school, you don't add anyone to the database directly but leave it for us to do. This way we can ensure that our records are up to date.

Governor Services Package

Just a reminder to check whether your school has bought into the Governor Services package for this year (2011/12). The package allows for unlimited attendance by governors (and the Clerk!) at all central training sessions, as well as one in school session on a subject of their choice.

Clerks' Training

'Skills for Clerks' training will be held on the following dates (9.30 – 13.00)
Norwich 16th May 2011
King's Lynn 12th May 2011
Gt. Yarmouth 16th June 2011

Governor Services Courses

Please note that we are now confirming our course bookings directly by E Mail to delegates. Please can you ensure, where possible, that when appointing governors or booking a course, you let us know governors' e mail addresses. (Sometimes these confirmations go into the Spam box and it is worthwhile pointing this out to governors so that they can make the necessary adjustments)

Safer Recruitment

Schools must comply with the requirement for the Head teacher and one member of the governing body to have completed the 'Safer Recruitment' course and assessment. From January 2010, it has been a requirement that every interview panel in school has one member to have successfully completed the training. We are continuing to run face to face sessions in the Summer Term. If your Head and at least one governor have not yet undertaken this training, please can you draw their attention to the following training sessions.

Safer Recruitment sessions are being held in the following venues (9.15-17.00)

Norwich
24th May

King's Lynn
13th June

It is also possible to do the course on line through the Children's Workforce Development Council. Your Head teacher will have the details.

Vetting and Barring Scheme

The Vetting and Barring Scheme Review was completed in February and the following recommendations were highlighted;

A state body should continue to provide a barring function to help employers protect those at risk and that the Criminal Records Bureau and Independent Safeguarding Authority should be merged to provide a barring and criminal records disclosure services.

This new barring regime should cover only those who have regular or close contact with children, but should continue to cover both paid and unpaid roles.

Automatic barring should apply for serious offences.

Registration should be scrapped and there should be no requirement for people to register with the scheme and there will be no ongoing monitoring.

Criminal records disclosures should continue to be available to employers but these should be revised to become portable through the introduction of a scheme which allows for continuous updating.

The new system will retain two offences; it will continue to be an offence for a barred

person to work with vulnerable groups in regulated activity roles and it will also be an offence for an employer to knowingly employ a barred person.

Current arrangements for referrals to the state barring body (currently the ISA) by employers will remain.

It is expected that primary legislation will be in place by early 2012 with changes being implemented as soon as possible.

Please see the Governor Services website for a link to the ISA.

Ofsted/ Schools White Paper 2010

Please note that a new Ofsted Framework should be available from September 2011. We will keep Clerks and governors posted of the changes in the Inspection Schedule as soon as they are finalised.

In addition we will also keep you informed of the changes brought in following the White Paper. In particular, there will be changes to the make up of Governing Bodies. Full details will appear on our website and in the next issue of the Clerks' Newsletter.

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,
NR7 9QL

Website:
www.schools.norfolk.gov.uk