

Clerks' Newsletter



No.46 Autumn Term 2011

Suggested agenda items for the Autumn Term

1. Consideration of apologies (plus list of those present at the meeting)
2. Election of Officers: Chair (conducted by the Clerk), 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. Review progress of School Improvement and Development Plan
10. Review progress of Governing Body Development Plan
11. Headteachers Report
12. Committee Reports, based on formal minutes from committee meetings
13. Feedback from governor training attended
14. School based items (see list below)
15. Any other business (not for lengthy discussion or vote)
16. 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 Admissions Policy (Foundation and VA schools only)
Budget review (or in a committee with delegated responsibility)
Performance Management

Sue Platt

Governor Services would like to say goodbye, thank you and a long and happy retirement to Sue, who retired at the end of the Summer Term. Sue started her career with the Governor Support Unit, as it was then known, in 1996, as one of the Associate Tutors and was ultimately appointed as Senior Development Officer in 2004. Her knowledge, skills and experience will be greatly missed by the other members of the Governor Services Team and all governors in Norfolk.

The Accredited Clerk

Governor Services is pleased to offer, in partnership with Hampshire Governor Services and the I.S.C.G. (Information for School and College Governors), a Clerks' Accreditation Programme. Good Clerking is a contributing factor to effective governance and school improvement. 'The Accredited Clerk' is a competency based programme which provides a means for effective clerking to be developed and assessed. The scheme looks at a range of competency areas, with clearly defined performance criteria, and involves the production of a portfolio of evidence. If you would like to find out more, come along to one of our briefing sessions, which are to be held on the following dates:

Norwich 4th October 2012 16.00-17.00
King's Lynn 5th October 2012 13.00-14.00

Contact Tina Brown on 01603 303357 for more information.

Clerks' Training

'Skills for Clerks' training will be held on the following dates:

Norwich 17th November 2011 9.30-13.00
King's Lynn 1st December 2011 9.30-13.00
Martham Area 3rd November 2011 9.30—13.00

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

The next meeting of the Western Area Clerks' Association will be the Annual General Meeting. The date and time of the meeting is 5th October 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

The Statutory requirement for the Headteacher 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.

Norwich 13th October 2012

The session will run from 9.15am until 5.00pm (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 Booklet, which covers training opportunities for the next two Terms, is now available and has been sent to individual governors' home addresses. There are several new courses available, including briefings on Ofsted, Exclusions and Behaviour, which will update governors on the latest changes following the new Education Act. We are also running our successful three part course for Governors on the topic of Special Educational Needs, which, this year, will include discussion of the proposals in the Green Paper, 'Support and Aspiration'. The brochure goes up to end of the Spring Term, following which further information will be forwarded to governors

Ofsted

The new Ofsted Framework comes into force from January 2012. It is important that governors are aware of the requirements of the new Framework, especially those areas related to Behaviour and Safety. 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.

Briefing sessions are to be held on the following dates:

Norwich 24th January 2012 10.00-11.00
Norwich 30th January 2012 18.00-19.00
King's Lynn 9th February 2012 18.00-19.00

In addition, briefing sessions are to be held on Exclusions and Behaviour and Safety. Please see our training brochure or website for further information.

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 303357 for further information.

Governing Body Minutes

Please note that it is no longer a requirement to send Governing Body Minutes to Governor Services. The signed copies are public documents, however, and should be available for inspection in school (excluding any confidential minutes, of course)

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 the Acceptance 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.

To contact the Governor Services you can:

Telephone:

Anne Graveling on 01603 303359
Tina Brown on 01603 303357

Or you can:

Fax: 01603 700236

E-mail:

governorservices@norfolk.gov.uk

Post: Governor Services,
Children's Services,
Professional Development Centre,
Woodside Road,
Norwich,
NR7 9QL

Website:

www.schools.norfolk.gov.uk