

Clerks' Newsletter



Spring / Summer Term 2012

Suggested agenda items for the Spring 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 the final budget plan or in committee (Education Act 2002) where agreed
8. Update on the SEF
9. Review progress of School Improvement Development Plan
10. Review of Critical Incidents Red Book
11. Governing Body Self Evaluation
12. Review of the staffing complement
13. Safeguarding report
14. SEN Report
15. Feedback from governor training attended
16. School based items (see list below)
17. Any other business (not for lengthy discussion or vote)
18. Date and time of next meeting

Additional items for inclusion

- Review of Pay Policy (or Summer Term)
- Review of Performance Management Policy (or Summer Term)
- Other Policy Reviews
- Review the Aims of the School
- Summary of Improvement Professional record of visit
- Staffing Structure
- Predicted Admissions numbers
- School Prospectus (Please see note below)

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. Safeguarding report
14. SEN Report
15. Feedback from governor training attended
16. School based items (see list below)
17. Any other business (not for lengthy discussion or vote)
18. Date and time of next meeting

Additional items for inclusion

- Review of Pay Policy
- Review of Performance Management Policy
- School Prospectus (Please see note below)

Statutory Policies

A new list of required policies is now available from the DfE, together with guidance as to how often they should be reviewed. These are available on the DfE website (www.education.gov.uk)

From September 2012, schools will no longer be required to have in place a:

- Curriculum Policy
- Prospectus

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 (2012/13). 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.

Please note that the Governor Services Courses for the Summer Term 2012 are only advertised on our website and in the wider NIEAS training brochure, which has been sent to schools.

A new brochure, sent to individual governors, will be available in due course covering courses from September 2012 onwards.

Clerks' Training

'Skills for Clerks' training will be held on the following dates (9.30 – 13.00)

Norwich 8th March 2012

Norwich 17th May 2012

King's Lynn 21st May 2012

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)

In addition, from Easter, our Finance training courses are being hosted directly by the Finance Team. Details are on our website, but you should note that they need to be booked directly with Finance. Please see the Schools Finance Website: <http://efs.norfolk.gov.uk> (select 'c' in the A-Z menu).

The Accredited Clerk

The pilot scheme for the Accredited Clerk is going really well this year and we intend to open it up to more Clerks from September 2012.

Briefing sessions are planned as follows:

King's Lynn 3rd July 2012 (5-6pm)

Norwich 4th July 2012 (5-6pm)

Please come along and see how this accreditation can help you in your role as Clerk

Ofsted Framework 2012

Please note that the new Ofsted Framework came into force from January 2012. We are running a series of briefing sessions, to which Clerks are warmly invited, giving an update on the expectations of governors under the new framework, together with other changes to the inspection regime as they become available.

In addition to this, new guidelines for Exclusions are at the consultation stage, with a view to being implemented from September 2012. We will be including details of this in our series of Exclusions briefings. There are a number of changes to the present system planned, especially around the area of Independent Appeals.

Western Area Clerks' Association (WACA)

The next meeting of the Western Area Clerks' Association will be held on 28th March at The Professional Development Centre, King's Lynn. Please let Anne Graveling know if you wish to attend on 01603 303359 or E-mail her on anne.graveling@norfolk.gov.uk

To contact the Governor Services you can:

Telephone: 01603 303361 Ask for the Governor Services and/or the name of the person you wish to speak to (if you know it).

Or you can:

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