

Foundation Skills for Clerks - places still available

DfE clerking Competency Framework, April 2017 states:

“Professional, quality clerking is about much more than taking minutes to record the discussions and decisions of the board. It is also about providing governing boards with expert advice on governance, procedures and compliance, and directly contributing to its efficient conduct.”

Course Outline

Clerks have a vital role to play in the effective running of governing board meetings, ensuring that procedures are followed and evidence is met to show the statutory responsibilities of the governing board.

This session clarifies the role and responsibilities of the clerk and offers practical advice and tips. All aspects of clerking are explained, from preparation to follow up of meetings, dealing with the paperwork and generally managing the work of the governing board.

By the end of this session delegates will be able to:

- Demonstrate knowledge of the procedures for the preparation, running and follow up of governing board meetings
- Know where to get procedural and legal advice related to governance and governing board meetings
- Understand the requirements of governing board minutes, including confidential matters and Ofsted requirements

Please note, cancellations received within three working days of the course, or failure to cancel, will be subject to an administration charge of £50. Cancellations can be made by calling us on 01603 303355 via SLA Online, or by emailing enquiry@educatorsolutions.org.uk .

Phase

All

Audience

Clerks

Trainer

Suzanne Walker

Dates

21 November 2018

Time

09.30am-12.30pm

Venue

College of West Anglia,
Tennyson Avenue, King's
Lynn, Norfolk, PE30 2QW

Cost

£140 per delegate

Course Ref

GOV-1118-T010



For more information and to make a booking
www.educatorsolutions.org.uk
or call 01603 307710

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