

### *Keep them coming in*

Thank you to all the clerks who have responded to the letter from Dr Bryan Slater, Director of Education, asking for the minutes from meetings. We have received them by e-mail, by post, and by hand. After dealing with them, they are filed safely, either electronically in our 'virtual filing cabinet' or manually in our 'real filing cabinet'. The first filing system certainly takes up a lot less space than the second!

#### **Reminder no 1**

Even though you are sending in your minutes of meetings, could you please still let us know amendments to the membership of your governing body, as soon as possible. Up to date information is so important and keeps our records current.

### *Annual Report to Parents Prize*

We are pleased to announce that the competition for the best Annual Report to Parents will run again this year. Prizes will be awarded in the primary and secondary categories. If your school would like the opportunity to win a prize, then send your Annual Report to Parents to us by 31st May. Judging will take place during the Summer Term and the winners will be announced in a future clerks' newsletter. The winners will be asked if they will agree to share photocopies of their entries with other governing bodies who would like to see them. This makes it possible for everyone to benefit from the competition.

### *Top Tip*

Another good idea from a clerk: put aside all the documents an Ofsted Inspector would like to see, as they are produced. We hesitate to suggest yet another file, but, perhaps an 'Ofsted' file would be a good idea in which to store the papers. This will ensure far 'less hassle' when the inspection actually arrives.

#### **What papers and documents may be requested from the governors?**

This was a question posed to us about a forthcoming Ofsted inspection. Here is a list:

- A copy of the previous year's full governing body and committee minutes.

- A log of governors' visits to school.
- A list of training undertaken by the governors.
- A copy of the last Annual Report to Parents.

### *Have you received yours?*

Updates for the 'Guide to the Law' for School Governors have been dispatched to schools. There are updates for each type of school. Please be sure governors and clerks have received them. If you have not, then please ring the DfES on: 0845 60 222 60.

#### **Reminder No 2 – Who does what?**

Question: Who nominates LEA Governors?

Answer: LEA Governors must be nominated by a County Councillor.

Question: Who appoints LEA Governors?

Answer: The Director of Education appoints LEA Governors.

Question: Who nominates a Minor Authority Governor?

Answer: The local parish council or parish councils that serve the school.

Question: Who co-opts a Minor Authority Governor?

Answer: Two-thirds of the remainder of a governing body after taking out the co-opted governors.

Question: Who elects a Parent Governor?

Answer: The parents of the children on roll at the school.

Question: What happens if parents do not put their names forward?

Answer: The governing body can approach a parent and, if they are agreeable, appoint them to the vacant position.

Question: Who co-opts a co-opted governor?

Answer: Two-thirds of the remainder of a governing body after taking out the co-opted governors.

**BY THE WAY:** If your governing body has sent in a suggestion for a LEA Governor and you haven't heard anything within two months, please contact us again.

## *Pull the other leg!*

Actually this story is true. We asked clerks on our 'New Clerks Training Day' how they had become clerks. The stories were very amusing and interesting. This quote was voted the best in our office, "I just went along to help with the school garden." Well gardener-cum-clerk, we hope you are reading this now and thank you for sharing it with us.

## *Suggested Agenda for the Summer Term*

Apologies for absence (list those present)  
Minutes of the last meeting  
Matters arising  
Headteacher's report  
Committee reports  
Approval of budget revision – (could be finance committee)  
Approval of School Fund Account  
Feedback from governor training  
Reminder of self-nomination for Chair/Vice-chair of Governors  
Any other business (not for lengthy discussion or vote)  
Date and time of next meeting.

### **Additional suggested items for inclusion:**

Review of Ofsted Action Plan  
Review of School Improvement Development Plan.  
Review of Pay Policy  
Review of Performance Management Policy and impact on pupil attainment  
Review of staff professional development  
Review of pupil attendance (towards the end of the school year)  
Report on agreed School Self Review grade (RDA will grade the school in the summer term)  
School prospectus  
Review of the year's work of the governing body (this ties up with the Annual Report to Parents)  
Governor training – future courses governors may wish to attend  
Approval of Annual Report to Parents where applicable (this can be done in the summer term or autumn term).

## *Reporting back*

The evaluations for our training are usually very complimentary and we like to think that governors have enjoyed meeting us as well as fellow governors. We thought it would be useful for governors to have a proforma to complete for reporting back to the governing body. This proforma will include a short synopsis of the course and space for the governor to record important issues he/she

would like to report. The proforma will be handed out during the course. It could be kept in that new 'Ofsted' file (see earlier paragraph)!

## *Correction:*

In the last newsletter we reported that the Parent, Staff, and Teacher Governor Election Packs were on our website. At the time this was quite correct but we were then alerted to the fact that making them available to the public could end in the ballot form being misused. Therefore, we had to remove them from the public site.

## *We like to have holidays too!*

During term time, between the hours of 8.30 to 17.00, there is always someone (barring accidents) in the Governor Support Service to answer the help-line telephone. During school holiday time though there may be a reduced service.

## *A little light relief!*

A poem with mist aches:

I have a spelling chequer  
It came with my pea sea  
It plainly marques four my revue  
Miss steaks eye can knot sea.

When eye strike a quay, right a word  
I weight four it two say  
Weather eye am wrong or write  
It shows me strait a way.

As soon as a mist ache is maid  
It nose bee fore two late  
And eye can put the error rite  
It's rarely rarely grate!

I've run this poem threw it  
I'm shore yore pleased too no  
It's letter perfect in it's whey  
Me chequer tolled me sew!

## *And last but, absolutely, b y no means least*

We would really like to organise a clerks' conference. We have plenty of ideas for it and even a time of year. We do, however, need your help. What day of the week would you prefer – weekday or a Saturday? Please let us know if you have a preference. Addresses are given below. Are there any other questions you would like answered? Please send them or e-mail them to us.

To contact the Governor Support Service you can telephone 01603 433276. Ask for the Governor Support Service 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.edu@norfolk.gov.uk](mailto:governorsupport.edu@norfolk.gov.uk)  
Post: Governor Support Service, Professional Development Centre, Woodside Road, Norwich, NR7 9QL  
Website: [www.norfolk.gov.uk](http://www.norfolk.gov.uk)