

Calling all Chairs of Governors - give Clerks the recognition they deserve

In November, governing bodies should be receiving a pack from The National Association of Governors and Managers (NAGM) about a nation-wide Award Scheme for Outstanding Clerks. The Award will seek out and celebrate the best governing body clerks. Chairs of Governors will have the opportunity to nominate their clerk for the award. A prize of £300 will be awarded to each regional winner with £1000 going to the overall winner. Can we please ask all Chairs of Governors to let us know if they are nominating their clerks for this award?

A vote of thanks

The Local Education Authority has received a good response to the request for copies of the minutes of full governing body meetings. Thank you to all those clerks who are regularly sending them in. There is no need to send committee meeting minutes if there is a brief reference to the committee minutes in the main governing body minutes.

andreminder number 1

There are a few governing bodies who do not yet send in their minutes. We would like to remind those Chairs of Governors and Clerks of the Director of Education's request that minutes of full governing body meetings should be sent in to the Governor Support Service. We are happy to receive the minutes in electronic format. Please e-mail these to: governorsupport.edu@norfolk.gov.uk If this is not possible, we would like to receive a paper copy. Please send to: Governor Support Service, Professional Development Centre, Woodside Road, Norwich, NR7 9QL. For those who like to see the legalities of such a request please see your copy of the Guide to the Law, chapter 4, paragraph 12.

TOP TIP

Thank you, Clare, for this tip. Clare has produced a Pecuniary Interest Form which includes a place for the governor to print their name as well as a place for the signature. As Clare mentions, it is not always easy to read the signature and know who has completed the form. It is suggested that each governor is asked to complete a Pecuniary Interest Form on an annual basis.

Issues not to be discussed at full Governing Body Meetings

Issues that might need to be brought before a committee or panel of governors are listed below. The members of the committee or panel must have no prior knowledge of these issues and, therefore, these items cannot be discussed at full governing body meetings.

A complaint: In the event that the Headteacher and the Chair of Governors are not able to resolve a complaint, the

complainant can make a written request for a committee of governors to hear the complaint. Copies of the LEA's suggested complaints procedure (an A5 sized light green booklet) were sent to each school, last year, in order that the Governors could discuss it and consider its adoption. If you require another copy, please ring Lynda Barnes on 01603 223487. It is advisable for the school to have two spare copies, in case a parent should require one.

Staff Dismissal. The Governors who sit on a Staff Dismissal Committee and the Staff Dismissal Appeals Committee must have no prior knowledge of the case to be discussed. Any Governors having to use these two committees will receive advice and guidance from Education Personnel.

A useful paragraph for sharing

The honorarium included in the school budget for the clerk for the year April 2002 to March 2003 is £115 plus 24p per pupil on roll for a primary school and £226 plus 24p per pupil on roll for a secondary school. The number for pupils is taken from the 'January on-roll' number. The Clerks honorarium can be an agenda item for discussion at a full governing body meeting. The Governors can agree the amount they would like their clerk to receive as an honorarium.

Apologies – we made a mistake

The Governor Support Service has to admit to a mistake in the Training Programme. Amongst the dates for 'Getting to Grips with the School Budget' should be Monday 13th January and not Monday 14th January. We do, of course, proof-read the programme before it is sent to the printers. We are at a loss to know how this managed to slip through. We will strive to do better next time!

Another Top Tip – without eggs and bacon though

One of our clerks reported arranging a breakfast time Governing Body Meeting. She said it was very productive, focused and efficient as all members present had to go to work. Could this be the answer to those meetings which tend to last some hours? When asked did they have eggs and bacon – she answered that no food was allowed!

News in Brief

- Governors should have a password, which the Headteacher is able to give him/her, for accessing the Esinet site to find information about their particular school. The information is the 'Improving Performance Step by Step' data. To reach this information Governors should go to www.esinet.norfolk.gov.uk and then click on School Management Resources. Governors will need the DfES School Number and their password to gain entry to the information.
- Please view our new website on www.norfolkesinet.org.uk and e-mail comments to us.
- The DfES are producing a national training scheme for clerks. First indications are that there will be 40 hours of training....watch this space for more news.

Criminal Records Bureau checks

Governor Information sheets have been sent to the Headteacher, Chair of Governors and Clerks, regarding the suspension of the Criminal Records Bureau checks. A List 99 check will be carried out on new and re-appointed governors. This is a list held by the Department for Education and Skills which shows details of those people, after investigation, who were found to be unsuitable to work with children and young adults. In addition, the new and re-appointed governors will be asked to sign a declaration of non-disqualification. Evidence of identity should also be shown to Headteachers (we suggest at the new governor's first governing body meeting). We have produced a form which new and re-appointed governors will be asked to complete and return to us. This form gives permission for the List 99 check and also serves as the declaration form. Your part in this leads us very nicely to....

Reminder No 2

It is now more important than ever for Clerks to inform the Governor Support Service of the details of new and re-appointed governors, as soon as possible. We need this information in order that a Declaration form and the form giving permission for the List 99 check can be sent to them. The required form will automatically be sent to any new or re-appointed Local Education Authority (LEA) Governors.

Forward thinking and Parent Governors

Do you have a Parent Governor coming to the end of their term of office? Is he/she not eligible to stand for Parent Governor again? Would you like to keep him/her on the Governing Body? Do you have a co-opted or LEA vacancy? If the answer to all these questions is 'yes', then please consider ways of keeping them on the Governing Body before it is too late. Suggestion forms are sent to all Governing Bodies which have an LEA Governor vacancy.

Annual Report to Parents Competition

It has become impossible to get sponsorship for our Annual Competition so, although we hope to continue to hold the competition in the future, the prize will simply be knowing that your report is the best in the County! The main criteria for inclusion in the judging is that all the legally required information is included. Many of the reports sent in this year did not include full details on the reporting of targets and results. Circulars 0269/2002 Primary and 0270/2002 Secondary provide a checklist of what is required.

Suggested Agenda Items for the Spring Term

Apologies
Minutes of the last meeting
Matters arising
Correspondence
Headteacher's report
Committee reports
Approval of the budget
Feedback from governor training attended

School based items (see suggestions below)

Any other business (not for lengthy discussion or vote)
Date and time of next meeting.

Suggested additional items

Review of the School Improvement Development Plan
Review of the OFSTED Action Plan
Review of admission numbers
Staffing structure
Review of the clerk's honorarium
Preparation of draft budget (or in committee)
Summary of RDA note of visit
Policy reviews
Governor visits to school
Governor training - future courses governors may wish to attend.

Link Governor for Training and another Top Tip

It is good practice to have a link governor to co-ordinate the training which governors may wish to undertake. A cluster of schools in Norfolk uses their Governor Support Service in-school training sessions in a clever way. They get together and benefit from each others training. Each school in the cluster hosts one session and invites governor from the schools in the cluster. In this way they have several sessions per year instead of one. The Governors who arrange the training session usually host the evening. It is also an opportunity for governors to talk to each other about Governors' issues.

News from the West - Western Area Clerks' Association

The twelfth A.G.M. was held on the 9 October 2002 and the following were elected

President:	Mr M Shenstone (Norfolk LEA)
Chairman:	Mr M Fillenham (King Edward VII School, King's Lynn)
Secretary:	Mrs J Hawkins (Northwold VA School)
Treasurer:	Mr R Cooke (Whitefriars C of E VA Primary School, King's Lynn)
Committee:	Mrs S Taylor (Eastgate Primary School, King's Lynn)
Mrs B Wagstaff	(Harpley VC School)
Miss S Walker	(South Wootton Junior School)

Unfortunately, Mrs A Genge, Adviser for Governor Effectiveness, was not able to give a talk to the Association as her car broke down but we are hoping she will come and talk to us on Tuesday 8 April 2003 at Greyfriars Primary School, King's Lynn at 3.40 pm. New Clerks, as always, are particularly welcome – please contact Michael Fillenham (01553 764924) for more information.

What Dedication!

We were impressed by the dedication shown by a governing body and a Governor Support Service tutor. The governing body had booked an in-school training session in preparation for their forthcoming Ofsted Inspection. Unfortunately, there was no electricity to the school at the time of their session. They all agreed to 'carry on regardless' using candles for light and keeping their coats on for warmth. We hope the Ofsted Inspection goes well.

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 Website: www.norfolk.gov.uk
Post: Governor Support Service, Professional Development Centre, Woodside Road, Norwich, NR7 9QL

Governor Training

Places are still available on the following training sessions this term:

Child Protection

North Walsham– Thursday, 30 January 1900-2130

Diss– Wednesday, 26 February 1900-2130

Norwich– Tuesday, 11 March 1900-2130

Clerks: 'Improve Your Performance'

Norwich– Thursday, 6 March 1830-2130

Fakenham– Monday, 24 March 1830-2130

Getting to Grips with a School Budget

Norwich– Monday, 13 January 1000-1230

Holt– Monday, 20 January 1900-2130

Gorleston– Wednesday, 29 January 1900-2130

Health and Safety for Governors

Norwich– Thursday, 23 January 1900-2130

Kings Lynn– Wednesday, 12 February 1900-2130

Implementing a Staff Well-Being Programme in School

Norwich– Friday, 14 February 1000-1130

Gt Yarmouth– Thursday, 27 February 1930-2100

file:///C:/WINDOWS/Temporary Internet Files/OLK6001/Course flyer.Spr 2003.htm

Kings Lynn– Wednesday, 5 March 1930–2100

Norwich– Monday, 7 April 1930-2100

Induction– One Year On!

Kings Lynn– Thursday, 6 February 1900-2100

Norwich - Thursday, 13 February 1900-2100

Gt Yarmouth– Wednesday, 19 March 1900-2100

Norwich– Tuesday, 25 March 1000-1200

Key Skills for Governors– or how to be a Critical Friend

Gt Yarmouth– Wednesday 5 February 1900-2130

Norwich– Thursday 27 February 1900-2130

Long Stratton– Wednesday 12 March 1900-2130

Kings Lynn– Thursday 3 April 1900-2130

Pupil Discipline

Gt Yarmouth– Tuesday 21 January 1900-2130

Kings Lynn– Tuesday 28 January 1900-2130

Norwich– Monday 3 February 1900-2130

Thetford– Monday 3 March 1900-2130

Holt– Monday 17 March 1900-2130

Norwich– Thursday 20 March 1000-1230

Right from the Start

The Foundation Course for New Governors

Norwich– Fridays, 24, 31 January 0930-1430

Thetford– Mon, 27 January, 3, 10 February 1900-2130

Norwich– Tues, 11, 25 February, 4 March 1900-2130

Gorleston– Mon, 24 February, 3, 10 March 1900-2130

Kings Lynn– Tues, 4, 11, 18 March 1900-2130

Norwich– Weds, 26 March, 2, 9 April 1000-1230

Norwich– Thurs, 27 March, 3, 10 April 1900-2130

Seminar for Chairs

Norwich– Monday 24 February 1900-2130

Norwich– Wednesday 12 March 1000-1230

Kings Lynn– Monday 24 March 1900-2130

Gt Yarmouth– Tuesday 4th April– 1900-2130

What Am I Letting Myself In For?!

Thetford– Monday, 20 January 1900-2130

Norwich– Tuesday, 4 February 1900-2130

Gorleston– Monday, 10 February 1900-2130

Kings Lynn– Tuesday, 25 February 1900-2130

Norwich– Wednesday, 19 March 1000-1230

Norwich– Thursday, 20 March 1900-2130

Working Together to Improve School Premises

Gorleston– Thursday, 16 January 1900-2130

Holt– Monday, 3 February 1900-2130

Kings Lynn– Wednesday, 26 February 1900-2130

Norwich– Friday, 7 March 1000-1230

Norwich– Monday, 17 March 1900-2130

Diss– Thursday, 27 March 1900-2130


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***To book a place on any of the above sessions please telephone the Governor Support Service on 01603 433276 or fax 01603 ;  
email [governorsupport.ed@norfolk.gov.uk](mailto:governorsupport.ed@norfolk.gov.uk)***

*Places are free to schools who have subscribed to the Governor Support Service, £55 per session to schools who have opted for the 'Pay As You Use' scheme*