

Clerks' newsletter

Clerking Service

We are currently looking to recruit experienced clerks to the Governor Services Clerking Service. If you feel you would like to know more about this, please contact Anne Graveling, (see 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 Headteacher'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 Promoting Community Cohesion
- 14 Modern Reward Strategy update
- 15 CRB checks (please ensure that the school has a full central log of all CRB checks on staff)
- 16 Feedback from governor training attended
- 17 School based items (see list below)
- 18 Any other business (not for lengthy discussion or vote)
- 19 Date and time of next meeting

Additional items for inclusion

Review of Pay Policy
Review of Performance Management Policy
Summary of SDA note of visit
School Prospectus

Clerks' Training

'Skills for Clerks' training is being held on the following dates:

Norwich	15.5.08	9.30-14.30
King's Lynn	19.5.08	9.30-14.30

In addition, this term we are holding some workshops for Clerks, Chairs and Headteachers, which will be an ideal opportunity for these three key members of the governing Body to work together. This session will cover the strategic role of the governing body, as well as issues surrounding the definition of roles and the sharing of the workload. Dates are as follows:

King's Lynn	12.5.08	10.00-12.30
Norwich	23.5.08	10.00-12.30
	5.6.08	18.30-21.00
Great Yarmouth	16.6.08	18.30-21.00

We look forward to seeing as many of you there as possible. If you have any queries, please ring Tina Brown on 01603 433276 Ext 154

Western Area Clerks' Association

The next meeting of the Western Area Clerks' Association will be held at 1.30pm on 13th March at The Rectory, Gayton Road, King's Lynn. Please let Michael Fillenham know if you wish to attend on 01553 764924 or E-mail him on michaelfillenham@amserve.com

Governor Appointments

The new Governor Services database is now so efficient that it automatically removes governors' names from our list as soon as individual governors reach the end of their term in office. This happens even if the governor has been re-elected or re-appointed.

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 List 99 form. This allows us to check against the DCFS 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.

Governor Services Package

Just a reminder to check whether your school has bought into the Governor Services package for this year (2008/9). 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.

Modern Reward Strategy

Governing bodies of Foundation and Voluntary Aided schools are the employers of staff in their schools, including all support staff.

An MI sheet (MI 13/08) was sent out w/c 18th January, requesting that Governing Bodies of Foundation and Voluntary Aided schools formally endorse the County Council proposals in respect of the Modern Reward Strategy. By passing such a resolution, the requirement for schools to conduct their own negotiations will be avoided. As clerks, can you please draw this MI sheet to the attention of your governors if they have not already discussed the issue.

Safer Recruitment

Following the Bichard Inquiry Report (set up in response to the Soham murders), the government commissioned the National College of School Leadership to develop a Safer Recruitment on-line course.

For the last two years, this course has been made available to every headteacher and one nominated governor. Now it is possible for Heads and governors to have face to face training on a two-day course, and the courses for the Summer Term are listed in this term's training booklet.

At least one person involved in the recruitment and selection of staff must have undertaken either the recognised on-line course or the two-day face-to-face course.

Following the production of the Governor Services training booklet, we have added another date for the Safer Recruitment training. It is as follows (please note that it is a one day session).

King's Lynn 20.06.08 9.15 - 4.30

Community Cohesion

Since September 2007 maintained schools have had a duty to promote community cohesion. Many governors are unsure as to what this actually means for them in practice, and, in response to this, Governor Services are running courses on this topic in the Summer Term (as detailed in the Summer Term training booklet). Please could you draw these to the attention of your governing body.

Quality of Minutes

Since the introduction of the new Ofsted Framework in September 2005, inspectors have used school Self Evaluation as their starting point. Governing body minutes are one of the key sources of evidence of the work of the governing body and it is important that minutes show the discussion and challenge carried out at meetings, as well as detailing clearly any decisions made and subsequent action points. If you are unsure about what to include in your minutes, come along to the 'Skills for Clerks' training where we will address these issues.

To contact the Governor Services you can:

Telephone: 01603 433276 Ask for the Governor Services 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@norfolk.gov.uk

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

Website: www.schools.norfolk.gov.uk



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a brighter future for Norfolk's young people