

Clerks' newsletter

Suggested agenda items for the Spring Term

- 1 Consideration of apologies (plus list of all 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 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 the Critical Incidents Red Book (school details of levels of responsibility and procedures)
- 11 Feedback from governor training attended
- 12 School based items (see list below)
- 13 Any other business (not for lengthy discussion or vote)
- 14 Date and time of next meeting

Additional items for inclusion

- Review of predicted admission numbers
- Staffing structure
- Review of Clerk's honorarium
- Preparation of draft budget (or in committee).
- Summary of SDA note of visit
- Policy reviews, especially Performance Management (using the new guidelines)
- Governor visits to school

Clerks' Training

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

Norwich	29.1.08	9.30-14.30
King's Lynn	19.2.08	9.30-14.30

All Clerks are welcome to attend these sessions, and they will be particularly useful for new or inexperienced Clerks.

We will also be running joint sessions for Clerks, Chairs and Headteachers in the Summer Term, so watch out for these dates. It is often very useful for these three key people to get together to discuss relevant issues.

Governor Appointments

Just a reminder from the Appointments Team at Governor Services. When appointing new governors, or those being renewed after the end of their Term of Office, please would you ensure that the multi-purpose clearance form (List 99) is completed. This should be signed (including details of date of birth) and returned to Governor Services. We cannot process the appointment without this documentation. We are still, however, happy to receive details of resignations and changes of address by phone or E-mail.

Also, now that most governing bodies have had their first meeting of the year, please would you let us know details of the Chair and Vice Chair of Governors. Many thanks for your help with this

Western Area Clerks' Association

The next meeting of the Western Area Clerks' Association will be held at 2.30pm 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

Safer Recruitment

The on-line training for this can still be accessed at www.ncsl.org.uk. Just a reminder that the Headteacher and one governor should do this as soon as possible. The Headteacher will need to register him/herself, and also register the governor (not necessarily the Chair).

In addition, Governors Services are running central training for governors on this topic which can be undertaken instead of the on-line training. A certificate will be awarded at the end of the session following the successful completion of an assessment test. Please see the Governor Services Training Booklet for further details.

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

Pecuniary Interest

Have you reminded your governors that they all need to complete a declaration of Pecuniary Interest this term? This should be done by all governors annually, not just new governors. In addition, this should also be highlighted at the start of all governing body meetings.

Additional Governors

Governor Services is keeping a list of Additional Governors to be appointed to schools in difficulties. These must be people who are experienced and committed governors, who can provide evidence of their ability to make a difference to the governance of their own schools. Is there anyone in your governing body whom you think would be able and willing to take on this role? If so, please contact Dawn Turner on 01603 433276 Ext. 171.

I.S.C.G. Manual for Governing Bodies and their Clerks

The new edition of the above manual is now available for purchase. This is a very useful publication and will help you immensely in your work as a Clerk. It can be obtained from **I.S.C.G.** on **020 7229 0200** and it is worth asking your Governing Body to purchase one for you.



every child matters
a brighter future for Norfolk's young people