

# Clerks' newsletter

## Suggested agenda items for the Autumn Term

- 1 Consideration of apologies (plus list of all those present)
- 2 Election of Officers: Chair (conducted by the clerk) Vice Chair (conducted by the new Chair)
- 3 Committees: review of committee structure and membership. Confirm Terms of Reference
- 4 Appoint governors with special responsibilities: e.g. SEN, Child Protection, Performance Management, Link governor for training.
- 5 Agree a meetings calendar for year
- 6 Register of business interests
- 7 Minutes of the last meeting
- 8 Matters arising from the minutes
- 9 Self Evaluation: Consideration of the Self Evaluation Form
- 10 Headteacher's report
- 11 Committee reports
- 12 School based items of business (see list below)
- 13 Any other business (not to be used for lengthy items of business or anything requiring a vote)
- 14 Date and time of next meeting

## Additional items for inclusion

- Review of aims and objectives of the school
- Governor subject or class links and visits to school
- Review of Ofsted Action Plan

- Review of progress against the School Improvement and Development Plan
- Performance Management
- Summary of note of visit of Review and Development Adviser
- Policy reviews as part of a rolling programme of review
- Governor training feedback

## School Profile

As reported earlier, from the academic year 2005/06 onwards, governing bodies will no longer be required to hold an annual parents' meeting, nor produce a governors' annual report. Instead, governing bodies will be required to complete a school profile every year. This will be an online system with all the data for your school already provided. It is intended that this will be available to schools from early Spring 2006. Schools will be able to choose when in the year they issue their Profile, but must publish it at least once in every school year. Further guidance from the DfES should be available shortly.

## Ofsted

The latest revision to the Ofsted inspection process took effect from 1<sup>st</sup> September 2005 and incorporates some major changes. One of the key changes is the reduction in the amount of notice to 2-3 days. In addition, the inspection will focus primarily on the information provided by the school in their Self Evaluation Form (SEF). It is essential

governors are involved in the production / updating of the SEF and it is suggested that the SEF become an integral part of every governing body meeting (see suggested agenda items). Training on the new inspection process and Self Evaluation is available to governing bodies as part of the GSS package.

## Clerks' Training

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

### King's Lynn

3<sup>rd</sup> Nov 05 0930-1430

### Norwich

8th 15<sup>th</sup> Nov 1900-2130

### Norwich

1<sup>st</sup> Dec 0930-1430

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

## Vacancy

A vacancy has arisen for a Clerk to Governors at Burnham Market Primary School. Please contact the Chair of Governors, Jonathon Childs, on 01328 738317, for more information.

**Norfolk  
Education  
Advisory  
Services**

### **Western Area Clerks' Association**

The next meeting of W.A.C.A will be their 15<sup>th</sup> Annual General Meeting, which will be held on 13<sup>th</sup> October 2005 at 3.45pm at the Rectory, Gayton Road, King's Lynn.

Please let Michael Fillenham know if you wish to attend on 01553 764924 or Email [michaelfillenham@amserve.com](mailto:michaelfillenham@amserve.com)

### **Norfolk Governors' Network**

Every governing body in Norfolk is a member of the Norfolk Governors' Network (NGN) and this includes Clerks to governing bodies.

Their termly newsletter is sent out with 'Agenda' and further information about NGN can be found on their website at: [www.ngn.org.uk](http://www.ngn.org.uk)

The NGN Autumn Forum and AGM will take place on Saturday 19<sup>th</sup> November 2005 in the Edwards Room, County Hall, Norwich starting at 9.30am.

The topic will be 'Extended Schools' and there will be an opportunity to look at topics and issues of concern to governors at this time.

Further details will be sent to chairs of Governors

### **Teaching and Learning Responsibility Payments**

This is just to remind Clerks that Governing Bodies need to have approved their new staffing structures by the end of this term. Training has been available for governors on this issue, but further

information is available on [www.teachernet.gov.uk/management/payandperformance/pay](http://www.teachernet.gov.uk/management/payandperformance/pay)

Information is also available on the GSS website, together with a link to the Model Pay Statements for staff.

### **Handy Hint**

We received this useful tip from a governor who visited our stand at the Royal Norfolk Show.

If a governor misses a meeting, send a postcard the next day reminding them of the date of the next one.

This should help them keep their diaries up to date.

### **Reconstitution of governing Bodies**

All governing bodies need to have reconstituted by the end of August 2006. Most have already done so, but if your governing body hasn't and you wish to discuss the matter, please contact the GSS on 01603 433276 Ext 140.

### **Confidential Minutes**

Following the introduction of the Freedom of Information Act, we have received many queries about the status of Confidential Minutes.

Our advice would be that Confidential Minutes should only be used where necessary, and that if an individual is named in the minutes, they would fall under the Data Protection Act and not under the Freedom of Information Act. The minutes should not then be available to

the public, including school staff and parents.

### **Do your Associate Members receive 'Agenda'?**

Currently, clerks do not have to notify the Governor Support Service of their Associate Members, so we have no record of them on our database of governors' details. This means that, although we offer a free personal copy of the 'Agenda' newsletter to Associate Members, they will not receive one unless clerks ask us to send a copy to either a home address or the school. Alternatively, 'Agenda' is available on the GSS website at: [www.norfolkesinet.org.uk](http://www.norfolkesinet.org.uk)

If Associate Members of your governing body would like to receive a personal copy of 'Agenda' please let us know, either by calling the GSS on 01603 433267 or by e-mailing to:

[governorsupport@norfolk.gov.uk](mailto:governorsupport@norfolk.gov.uk)