

Clerks' Newsletter
No. 30 Spring Term 2006

Suggested agenda items for the Spring Term

- 1 Consideration of apologies (plus list of all those present)
- 2 Minutes of 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 Review of the Critical Incidents Red Book (school details of levels of responsibility and procedures)
- 9 Feedback from governor training attended
- 10 School based items (see list below)
- 11 Any other business (not to be used for lengthy items of business or anything requiring a vote)
- 12 Date and time of next meeting

Additional items for inclusion

- Review of progress of the School Improvement Development Plan
- Review of Ofsted Action Plan (where applicable)
- Review of predicted admission numbers
- Staffing structure
- Summary of note of visit of Review and Development Adviser
- Policy reviews as part of a rolling programme of review

- Governor training feedback and future courses governors may wish to attend
- Policy reviews
- Governors' visits to school
- Preparation of draft budget (or in committee)

School Profile

- The School Profile is a mechanism for schools to communicate with parents about the school's progress, priorities and performance. It is a short document containing:
 - Statistics, to be provided and updated by the DfES on an annual basis
 - A summary of the latest Ofsted report, to be provided by the DfES and updated at least every three years
 - Narrative section to be written by the school, updated at least annually

Profile templates will be made available to schools on line at <http://schoolprofile.teachernet.gov.uk>

Schools will be told by E mail when they will be able to access their profile, which they should aim to complete and publish during the Spring term.

Schools should arrange to make their profile available in hard copy for those with no internet access at the same time as the profile is published on line.

More information is available from

<http://www.teachernet.gov.uk/management/newrelationship/schoolprofile/>

Governing Body Self Evaluation

For the past two years, the Governor Support Service has sent each school a Governing Body Self-Review document for completion. A new Governing Body Self Evaluation document has now been sent to schools. This new document has been totally revised to fit in with the new Ofsted Framework and links into the school's own self Evaluation Form (SEF) Full details can be found on Management Information sheet MI 15/66 or by accessing the Governor Support Service page on Esinet.

If your governing body needs help with self evaluation, the GSS offers an in-school session based around the completion of the document. In addition, the GSS will also be able to assist in drawing up a Development Plan following the completion of the document, for a small fee. Please call the GSS on 01603 433276 if you would like to discuss this further.

Clerks' Training

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

Gt. Yarmouth

21st Feb 06 9.30-14.30

Norwich

27th June 9.30-14.30

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

In addition, joint sessions are to be held for Chairs and Clerks as follows:

Norwich

15.5.06 18.30-21.30

King's Lynn

8.6.06 18.30-21.30

Harleston

21.6.06 18.30-21.30

Vacancies

A vacancy has arisen for a Clerk to Governors at Suffield Park Infant School. Please contact the Chair of Governors, via the school, on 01263 513296, for more information.

In addition, a clerk is also required at Happisburgh First School. Please contact Amanda Sands, Chair of Governors, on 01692 650043, for more information.

A vacancy also exists for a Clerk to Governors at Brisley Primary School. For more information contact the Chair, Dr Graham Pickhaver, care of the school

Western Area Clerks' Association

The next meeting of W.A.C.A will be held on 16th March 2006 at 1.45pm at the Rectory, Gayton Road, King's Lynn. This session will involve the Governing Body of Uphill Primary School.

Please let Michael Fillenham know if you wish to attend on 01553 764924 or E mail michaelfillenham@amservice.com

Safer recruitment and selection in education settings

Following the issue of guidance on safer recruitment procedures (DfES/1568/2005), the Governor Support Service are going to be holding briefing sessions for governors in the Summer term.

Thetford

25.4.06 19.00-20.30-

Gt Yarmouth

2.5.06 19.00-20.30

Norwich

22.5.06 10.00-11.30

5.6.06 19.00-20.30

6.6.06 10.00 17.30

King's Lynn

26.6.06 19.00-20.30

Church Schools

A reminder to clerks in Church schools, that they should liaise directly with the Diocese concerning the appointment or reappointment of Foundation governors. The Diocese will be responsible for the instigation of List 99 checks for these governors.

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