

Clerks' newsletter



No. 38 Autumn Term 2008

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 Clerks' honorarium
- Preparation of draft budget (or in committee)
- Summary of SIP (School Improvement Partner) record of visit
- Policy reviews, especially Performance Management (using the new guidelines)
- Governor visits to school

Any Other Business

Please remember that 'Any Other Business' should always be notified to the chair in advance to enable it to be included on the agenda within another item. There should never be any votes taken under AOB. If a vote is required it should be an agenda item at the next meeting. There should be no 'surprises' under AOB.

Complaints or Exclusions

If any governor hears a complaint from a parent or anybody else they must refer the complainant to the teacher or headteacher in the first instance. These should never be discussed with other governors or in a full governing body meeting. If this happens any appeal process would be severely compromised. The governing body should adopt the Complaints Policy.

If the headteacher excludes a pupil this should never be discussed at a governing body meeting. The headteacher would only report on the number of exclusions not the details.

Clerks' Training

'Skills for Clerks' training is being held in Norwich on Monday 9 Feb 2009 - 9.30-14.30 (lunch provided)

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

We will also be running a joint session for Clerks, Chairs and Headteachers in the Spring Term on the following dates from 6.30 – 9.00 pm:

Thursday, 26 February 2009 - WNPDC
Thursday, 5 March 2009 - NPDC

It is often very useful for these three key people to get together to discuss relevant issues.

Western Area Clerks' Association (WACA)

The next meeting of the Western Area Clerks' Association will be held at 2.00 pm on 26th March at The Rectory, Gayton Road, King's Lynn. This is a very useful session for all clerks in the west of the county. The meetings are very short and give clerks the opportunity to discuss, with

others, any particular problems or concerns. A representative from Governor Services attends the meetings to give updates on changes in the law and there is always lots of help and advice given to everybody who attends.

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

A Guide to the Law for School Governors - 2008 version

A CD ROM format of the 2008 Guide to the Law for School Governors was sent to Chairs of Governors in September for distribution to governors. This included a 'What's New and Updates' section. The most up-to-date version is available at www.governor.net.co.uk

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 and signed (including details of their date of birth) by all new governors 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.

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 Development Programme for further details and book early.

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 governor 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

Clerk of the Year Award 2009

The National Governor's Association is seeking nominations from governing bodies for its annual Clerk of the Year Award. Further information is on the NGA website: www.nga.org.uk

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