

Clerks'

newsletter

News from the GSS

We have recently undergone a few changes in the Governor Support Service. We are pleased to announce that Sue Platt has been promoted to the post of Senior Development Officer and has been leading the GSS team since December 2004.

Other changes are that we have been joined by a new Training Officer, Tony Taylor, whom many of you might know as he was previously one of our clerks. Other changes include a redistribution of duties in the office and that Tina Brown will be responsible for producing the Clerks' Newsletter in the future. She can be contacted on 01603 433276 Ext 221.

Freedom of Information Act

Just a reminder to governing bodies of their responsibilities for providing information under the Freedom of Information Act, which came into force on 1st January 2005.

In October 2003, the LEA sent schools a Model Publications Scheme, for adoption in readiness for compliance with the Act. If your governing body has not already tackled this issue, the documents are available at:

<http://www.esinet.norfolk.gov.uk/cadmin/misheet/displayMI.asp?record=981>

or refer to the Governor Support website for further advice.

In addition, the Management Information Sheet, containing links to DfES advice, is available at:
<http://www.esinet.norfolk.gov.uk/cadmin/misheet/display04.asp?ID=76>

The key information is that schools must respond to requests for information within certain timescales, and the documents cover the specific responsibilities of the governing body in relation to the provision of information, and give general advice on how this should be done.

Western Area Clerks' Association

The Clerks' Association held its fourteenth A.G.M on 7th October. The following were elected:

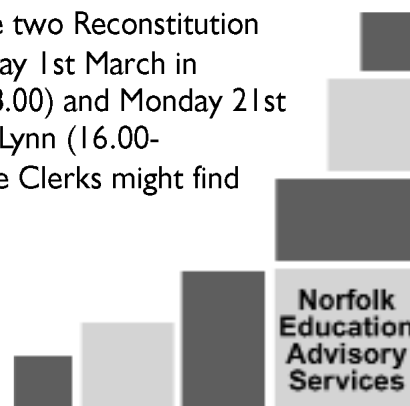
- President - Mike Shenstone
- Chairman - Michael Fillenham (King Edward VII High)
- Secretary - Janet Hawkins (Northwold V.A Primary)
- Treasurer - Bob Cooke (Clerking Service)
- Committee - Kathy Dow (Docking Primary)
Barbara Wagstaff (Harpley V.C. Primary)

W.A.C.A's next clerks' training session is on Thursday 17th March 2005 at 1.45pm at the Rectory, Gayton Road, King's Lynn, when a return visit is made to the infamous Uphill Primary School Governing Body, to see how it is coping with the legislative changes since September 2003. The session should last an hour and will be followed by light refreshments and a short meeting.

If you would like to come along, please contact Michael Fillenham (01553 764924) as soon as possible. New members are always welcome and Michael will be pleased to supply more information about the work of W.A.C.A.

GSS Training

The GSS Training Programme for the Spring Term is now in schools. I would like to remind Clerks that they are welcome to attend all sessions and to highlight the two Reconstitution Surgeries on Tuesday 1st March in Norwich (16.00-18.00) and Monday 21st February in King's Lynn (16.00-18.00), which some Clerks might find particularly useful.



Recipe for success

Ingredients for a Governing Body Meeting

- 1 generous helping of a Headteacher
- A blend of folks from the local community
- A portion of representation from the LEA, for good measure
- A sprinkling of parents
- A mix of people who work at the school
- A 'seasoned' clerk

Method

1. Take all the ingredients and blend them well together
2. Allow the mixture to stand for a while
3. Introduce an agenda
4. Roll out the minutes
5. Stir and savour the contents
6. Test the consistency
7. Season with A.O.B. if needed
8. Garnish and serve

Time

Cook for about 2 hours

Remember -

The proof of the pudding is in the Ofsted!

Vacancy

A vacancy has arisen for a Clerk to Governors at Fakenham Junior School from April 2005. Anyone interested in the post should contact Val Griffiths on 01328 862188.

A REMINDER

Please do not use the old amendment forms to inform the Governor Support Service of a change to your governing body. In February 2004 we produced a List 99 Clearance Form and a master copy was sent to each clerk. This form combines the old amendment form with the List 99 check form, the data protection form and the governors declaration that they are not disqualified from being a governor. Clerks need to ensure that all new and re-appointed parents, staff, community or co-opted governors complete one of these forms. All new and re-appointed governors must undergo a List 99 check. There is a small section on the form for the clerk to complete.

The forms must be returned to the Governor Support Service, Professional Development Centre, Woodside Road, Norwich, NR7 9QL and the check will be carried out.

Only when the check is complete, can we add the governor's details to our database and update the terms of office. We will ensure that LEA Governors complete the form on their appointment or reappointment and the Diocese will ensure that Foundation Governors in Church Schools will complete the form.

The form is available on the Governor Support Service website at www.norfolkesinet.org.uk. You will need to click on the section 'Managers and Governors', then click onto 'Governors', and then look on the right hand side for Permanent Links and click on 'Clearance Form'.

Please be sure to have the disqualifications listed either on the back of the form or attached to it. If you wish to inform the Governor Support Service that a governor has resigned or not wished for reappointment then an e-mail or telephone call will be acceptable.

To contact the Governor Support Service you can:

Telephone: 01603 433276 Ask for the Governor Support Service 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 Support Service, Professional Development Centre, Woodside Road, Norwich, NR7 9QL

Website: www.norfolkesinet.org.uk