

Clerks' newsletter

No. 40 Spring Term 2009

Suggested agenda items for the Spring Term

- 1 Consideration of apologies (plus list of 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 any budget revision (or in committee (Education Act 2002) where agreed)
- 8 Approval of School Fund Account
- 9 Update on the SEF
- 10 Review progress of School Improvement Development Plan
- 11 Governing Body Self Evaluation
- 12 Review of the staffing complement
- 13 Promoting Community Cohesion
- 14 Modern Reward Strategy update
- 15 CRB checks (please ensure that the school has a full central log of all CRB checks on staff)
- 16 Feedback from governor training attended
- 17 School based items (see list below)
- 18 Any other business (not for lengthy discussion or vote)
- 19 Date and time of next meeting

Additional items for inclusion

- Review of Pay Policy
- Review of Performance Management Policy
- Summary of SDA note of visit
- School Prospectus

Clerks' Training

'Skills for Clerks' training will be held on the following dates:

Norwich	19.5.09	9.30-14.30
King's Lynn	17.6.09	9.30-14.30

In addition, this term we are holding some practical sessions for Clerks. We will be looking at a range of clerking issues, but, in particular, we will focus on Minute Taking. We hope that this will be an enjoyable 'hands-on' session and look forward to seeing as many of you there as possible.

The dates are as follows:

King's Lynn	2.6.08	10.00-12.30
Norwich	9.6.09	10.00-12.30
Great Yarmouth	21.5.09	10-12.30

Western Area Clerks' Association (WACA)

The next meeting of the Western Area Clerks' Association will be held on 11th June at 2.00pm 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

Governor Appointments

Please can you ensure that Governor Services is notified of all re-elected, re-appointed or newly recruited governors as soon as they join (or re-join) the governing body. You should do this by sending in a completed List 99 form. This allows us to check against the DCFS list of

people who are unsuitable to work with children.

The completed and signed declaration also means that the individual has declared themselves able to take up the position of school governor, and that there are no other reasons why they should be disqualified, e.g. bankruptcy. Only when all the criteria are met can we formally add the governor to the database.

Governor Services Package

Just a reminder to check whether your school has bought into the Governor Services package for this year (2008/9). The package allows for unlimited attendance by governors (and the Clerk!) at all central training sessions, as well as one in school session on a subject of their choice.

Safer Recruitment

Schools must comply with the requirement for the Headteacher and one member of the governing body to complete the 'Safer Recruitment' course and assessment by October 2009. We are continuing to run face to face sessions in the Summer Term. If your Head and at least one governor have not yet undertaken this training, please can you draw their attention to the following training sessions.

Safer Recruitment sessions are being held in the following venues (9.15-17.00)

Norwich 15.5.09, 8.6.09, 27.6.09

King's Lynn 3.7.09

It is also possible to do the course on line through the National College for School Leadership. Your Headteacher will have the details.

Vetting and Barring Scheme

The new Vetting and Barring Scheme which was scheduled to go live on 12th October 2009 has now been postponed until 2010.

This will see the introduction of lists maintained by the Independent Safeguarding Authority of those people who are either suitable or barred from working with children. It is envisaged that all governors and Clerks to Governors will form part of this scheme. Full information will be made available in the next newsletter.

Ofsted

As part of the new Ofsted framework there will be a number of pilot inspections undertaken nationally during the summer term 2009.

Norfolk Local Authority will be participating in this Pilot Inspection Project.

Those schools which will be invited to take part in this project will be contacted directly.

The Ofsted Framework will be in operation for all schools from September 2009

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