

Clerks' newsletter

Suggested agenda items for the Summer Term

- 1 Consideration of apologies (plus list of those present at the meeting)
- 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
- 5 Agree a meetings calendar for the year, including committees
- 6 Register of business interests
- 7 Confirmation of the minutes of the previous meeting
- 8 Matters arising from the minutes
- 9 Update on the SEF
- 10 Review progress of School Improvement Development Plan
- 11 Review progress of Governing Body Development Plan
- 12 Headteacher's Report
- 13 Committee Reports, based on formal minutes from committee meetings
- 14 Modern Reward Strategy
- 15 Feedback from governor training attended
- 16 School based items (see list below)
- 17 Any other business (not for lengthy discussion or vote)
- 18 Date and time of next meeting

Additional items for inclusion

Review of the Aims of the school
Review of Performance Management Policy, including:

- Review of agreed policy
- A summary of Headteacher performance Review

- How the procedure is working in the school
Staff job descriptions and salary reviews (or in committee)

Summary of SDA note of visit

Policy reviews as part of a rolling review programme

Review of Admission Policy (Foundation and VA schools only)

Budget review (or in a committee with delegated responsibility)

Setting school/pupil targets (statutory for Key Stages 2, 3, and 4)

Clerks' Training

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

Norwich	26.11.07	9.30-2.30
King's Lynn	08.11.07	9.30-2.30
Gt Yarmouth	20.11.07	9.30-2.30

We look forward to seeing as many of you there as possible. If you have any queries, please ring Tina Brown on 01603 433276 Ext 154.

Western Area Clerks' Association

A very successful training quiz was held on 28th June for all WACA members, which was thoroughly enjoyed by all concerned.

The next meeting of the Western Area Clerks' Association will be the Annual General Meeting. The date and time of the meeting are to be confirmed, but if you would like more information, please contact Michael Fillenham. Meetings are held 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 are kept updated on any changes to your Governing Body, for example, new members, resignations, new Chairs and Vice Chairs.

Please can you also ensure that all new governors, or those who are continuing having reached the end of their tenure, complete a new List 99 form.

Governor Services Conference 2007

Governor Services unfortunately had to postpone the above Conference due to insufficient demand for places. We are, however, looking to promote a new event in the Spring Term.

Full information will be available via the Governor Services Training leaflet. Clerks will also be welcome to attend this event.

Modern Reward Strategy

Please can you ensure that the Modern Reward Strategy is placed on your governing body's agenda for the Autumn Term, for discussion as to how it will impact in school. A letter on this subject from the Director of Children's Services is being sent to the Chair and Clerk of each school.

The Director is requesting that all governing bodies formally vote as to whether to refer all appeals against grading decisions back to

Human Resources at County Hall, as few governors have been trained to handle appeals under the Hay scheme.

Guide to the Law

The 9th version of the Guide to the Law was published in June 2007.

A new CD ROM version of this has been produced and one copy is being sent to each school this term. Look out for this as it will prove useful for you as Clerk to have available at meetings. The on-line version of the Guide to the Law is also available, which is kept up to date by the DCSF

Department for Children, Schools and Families

Three new ministerial departments were set up by the Prime Minister on 28th June 2007. They replace the DfES (Department for Education and Skills) and the DTI (Department for Trade and Industry).

The Department for Children, Schools and Families (DCSF) is responsible for improving the focus in all aspects of policy affecting children and young people.

Norfolk Schools Website

Esinet has been replaced by the Norfolk Schools website. This is where you will be able to access the Governor Services website, including the Clerks' Toolkit etc.

The address is www.schools.norfolk.gov.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



every child matters
a brighter future for Norfolk's young people