

Clerks' newsletter

Reminder

The Governor Support Service suggests that, during the late Spring or early Summer, governing bodies would be well advised to review the membership of the group of governors appointed to carry out the review of the Head's performance. The governing body is then in a position to take action to fill places, in advance, where these are likely to occur. The names of the appointed governors will also be available for entering on the booking form which is needed to request an external adviser.

Suggested agenda items for the Summer Term

- 1) Apologies for absence (list 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 any budget revision (unless delegated to finance Committee)
- 8) Approval of School Fund Account
- 9) Feedback from governor training
- 10) School based items
- 11) Any other business (not for lengthy discussion or vote)
- 12) Date and time of next meeting

Additional items for inclusion

- Review of OFSTED Action Plan
- Review of School Improvement Development Plan
- Review of Pay Policy
- Review of Performance Management Policy and its impact on pupil attainment
- Review of staff professional development
- Review of pupil attendance
- Summary of RDA note of visit
- School prospectus
- Review of the year's work of the governing body
- Review of governor training and consideration of future training needed
- Approval of Annual Report to Parents, where applicable (See following item on Individual School Profiles)

Vacancy

A vacancy has arisen for a Clerk to Governors at Happisburgh First School from April 2005. Anyone interested should contact Amanda Sands, Chair of Governors, on 01692 650043

Seminar for Clerks

All clerks are invited to the following seminars, which will give an opportunity to update your knowledge of recent developments in education, to discuss topical issues and to meet other clerks. If you have any suggestions for topics, you would like to include, please let us know when you book your place.

Norwich

Friday 20th May 10.00-12.30


Dereham

Tuesday 7th June 19.00-21.30

Norwich

Tuesday 14th June 19.00-21.30

In addition, clerks are also more than welcome to attend any other governor training sessions.



**Norfolk
Education
Advisory
Services**

Pupil Discipline

The Governor Support Service is running a series of sessions in the Summer Term, looking at a range of issues surrounding the exclusion of pupils. Clerks are asked to remind the Head, Chair and those governors who sit on appeals panels, about the sessions. In addition, we would particularly encourage those clerks who have the responsibility for clerking the exclusion meetings to attend. The sessions are as follows:

Norwich

21st April 7-9.30

Fakenham

27th April 7-9.30

Harleston

4th May 7-9.30

Thetford

9th May 7-9.30

King's Lynn

24th May 7-9.30

Gt Yarmouth

6th June 7-9.30

Norwich

9th June 10-12.30

North Walsham

27th June 7-9.30

Governors' Minutes

Following the Freedom of Information Act, we can confirm that the signed Governing Body minutes should be kept permanently. They should be retained in school for 6 years from the date of the meeting, and then they may be transferred to an archive.



Individual School Profile

Clerks will have already heard that the new Individual School Profile, to be implemented for September 2005, will replace the Annual Report to Parents.

We can advise that governing bodies who normally produce their Annual Report to Parents in the summer **must** do so again this term. Doing this means that they will be complying with the statutory requirement of a report in each school year.

For schools that normally produce the report in the autumn, we will provide more information as soon as it is available.

Western Area Clerks' Association

The next W. A. C. A. meeting will be held on Thursday 23 June at the Rectory, Gayton Road, King's Lynn, at 12.45pm.

Please contact Michael Fillenham on 01553 764924 for details.

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, Children's Services, Professional Development Centre, Woodside Road, Norwich, NR7 9QL

Website: www.norfolkesinet.org.uk