

Clerks' newsletter



No. 37 Summer Term 2008

Suggested agenda items for the Autumn 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:

King's Lynn 13th November 9.30-2.30

Norwich 17th November 9.30-2.30

Gt. Yarmouth 11th December 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

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.

Changes at Governor Services

We are pleased to announce that two new members of staff have joined the Governor Services Team.

Louise Reeves has taken up the position left vacant by Ben Gardner's move to Trading Standards and Alan Thorp has just been appointed as a Development Officer following Marion Wright's departure this summer.

Governor Services Website

From September there will be a direct link from the Governor Services Website to those items on the E Courier that are of particular interest to governors. This will help ensure that governors do not miss vital information. The Governor Services Website can be accessed on www.schools.norfolk.gov.uk

Training Records

Governor Services holds training records for all governors attending GSS training. If you would like details of the training undertaken by your governors, please contact Judy Trivett on 01603 433276 Ext. 124 or E mail judy.trivett@norfolk.gov.uk

Governor Tutors

We are currently looking for experienced governors to join the Governor Services Tutor Group. Tutors assist in the delivery of training throughout the county, especially with regard to the training of new governors. Tutors must have experience of governance and, preferably, experience of delivering and attending training.

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

An advert will be appearing in the next edition of Agenda, so if you know of anyone who fits the bill, please mention it to them. For more information, please contact Tina Brown on 01603 433276 Ext. 154.

Safer Recruitment Training

The Statutory requirement for the Headteacher and one governor to have completed the Safer Recruitment Training has been extended to October 2009. As some governors find it difficult to access the on-line training, Governor Services will be offering more face-to-face training on this subject in the Autumn Term.

The dates are as follows:

29.10.08	Dereham
4.11.08	King's Lynn
19.11.08	Gt. Yarmouth
2.12.08	Norwich

All sessions will run from 9.15am until 5.00pm (Lunch included)

Associate Members

If your governing body has Associate Members, please remember that although they can have Voting Rights in Committees (Agreed on appointment by the Full Governing Body), they cannot vote at Full Governing Body meetings, although they may attend.

They may not vote at any time on resolutions concerning:

- Pupil admissions
- Pupil discipline
- The election or appointment of governors
- The budget and financial commitments of the governing body

They also cannot be voting members of the appointment panel for Headteachers or Deputy Headteachers

Clerking Service

More schools are currently asking for the clerking service than we have clerks available. If you feel you have the relevant skills and would like to join the clerking service please contact Anne Graveling on 01603 433276 Ext. 122 for more information. We particularly need clerks in the Norwich area and the north of the county.