

**Clerks' Newsletter**  
**No 33                  Spring Term 2007**

**Suggested agenda items for the Summer 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     Feedback from governor training attended
- 13     School based items (see list below)
- 14     Any other business (not for lengthy discussion or vote)
- 15     Date and time of next meeting

**Additional items for inclusion**

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

**Clerks' Training**

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

**Norwich**

6.6.07                  9.30-14.30

In addition, this term we are holding some practical training for clerks on the art and practice of minute taking. This will be a hands-on session where you can try out your minute taking skills as well as looking at examples of good practice.

The dates are as follows:

**Norwich**

3.5.07                  10.00-12.00

**King's Lynn**

10.5.07      10.00-12.00

**Gt Yarmouth**

18.6.07      10.00-12.00

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 held at 1.30pm on Thursday 28<sup>th</sup> June 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@amservice.com](mailto:michaelfillenham@amservice.com)

**Governor Appointments**

We still have a lot of List 99 forms outstanding. Can you ensure that all new and re-appointed governors complete and return the forms to us? These include staff governors, even though they already have CRB clearance.

**Clerks' Remuneration**

Payment for Clerks is often a very difficult subject for you to initiate at a governor's meeting. This issue should, however, be agreed by the governors on an annual basis, and, last term, a letter went to all Chairs of Governors from Mr Fred Corbett, Deputy Director of Children's Services. This letter emphasised the importance of the role of the Clerk and the need for appropriate payment. If this letter has not been discussed by your governors, please ask the Chair to include it on the Agenda

**Governor Services Package**

Just a reminder to check whether your school has bought into the Governor Services package for this year (2007/8). 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.

**Modern Reward Strategy**

Your governing body should have already discussed the 'Support Staff Pay and Conditions Review'. A fact pack for Headteachers was sent into schools during last term to support this activity.

## **School Profile**

School profile templates have been back on line since December following a re-design by the DfES. Changes include improved navigation and the facility to update the profile during the year.

It is the governing body's responsibility to decide who should draft the text of the Profile and make sure it is completed and published by July. Information in most of the document can be as up to date as the governing body wishes, but the attainment data will be from the last available set of validated results. The School Profile must be completed and published online and replaces the governors' Annual Report to Parents. Hard copies should be made available for parents unable to access the information online.

Details can be found at:

[www.teachernet.gov.uk/management/newrelationship/schoolprofile](http://www.teachernet.gov.uk/management/newrelationship/schoolprofile)

## **Guidance on Pupil Exclusions**

The DfES issued a revised version of their 'Improving Behaviour and Attendance: Guidance on Exclusions from Schools and Pupil Referral Units' in September 2006.

The revised guidance is available online at:

[www.teachernet.gov.uk/wholeschool/behaviour/exclusion/guidance](http://www.teachernet.gov.uk/wholeschool/behaviour/exclusion/guidance)

## **Governor Services Conference 2007**

Governor Services will be holding their conference on Saturday 23<sup>rd</sup> June at the Professional development Centre in Norwich.

Full information will be available shortly on the E Courier and Chairs of Governors will receive an invitation which they are requested to share with their fellow governors. Clerks are also welcome to attend this event.