

Are you on form?

The Governor Support Service (GSS) has reviewed the procedure for notification of new and reappointed governors. We have developed form GSS/99/04 which encompasses the List 99 check (old police check), the Declaration of Eligibility, governor acceptance, the Data Protection Act information and the notification to the Governor Support Service of new or reappointed governors.

There is a statutory requirement for the List 99 check to be carried out on all new and reappointed governors at the time of the election or appointment, including staff governors. The new or reappointed governor must complete section 1 of the form and the clerks should complete section 2. The completed form should then be forwarded to the Governor Support Service. The List 99 check will be carried out (this takes about one week) and, all being well, the welcome pack or reappointment letter will be sent out. Clerks will not have to carry out this procedure for LEA Governors, as the GSS will carry out completion of these forms. This new procedure will reduce the amount of paperwork required for new and reappointed governors. Clerks can telephone or e-mail the GSS informing us of governor resignations.

Thank you to all those clerks who have already made use of the new form.

Important News re Quorums ...

As from 1 April 2004, there is an amendment to the regulations, concerning the quorum for full governing body meetings. From this date, the quorum will be calculated as one half of the filled places of the governing body.

... and Exclusions

There have been further updates to the DfES guidance 'Improving Behaviour and Attendance' which was issued in January 2003. Additional

advice, in the form of an information pack, will be dispatched from the GSS shortly after half term.

If you don't usually pay Income Tax...

Calling all clerks who do not usually pay income tax. You should request form P46 from Education Personnel (your school will have the name and number of their personnel assistant). Once completed it should be returned to Education Personnel. The forms should be returned during the financial year and not towards the end of the tax year. If the form is received by Education Personnel in time, they can obtain a tax code from the Inland Revenue before the honorarium is paid.

Do you have too many?

If your governing body is overloaded with the new copies of 'A Guide to the Law for School Governors', which have been dispatched by the Department for Education and Skills, please contact your local High School to find out if they would like some extra copies. Consideration will need to be given to the type of school (Community, Voluntary Aided, Voluntary Controlled, Foundation) as the guides differ slightly.

Please remember, an outgoing governor should hand their copy of the 'Guide to the Law for School Governors' back to the clerk.

A Helpful Check List for Governors

The Ofsted Form S3, (which is attached), shows Governors' statutory requirements. During an Ofsted Inspection this form will be checked. It is good practice for governors to use this form as a check list to ensure that they are fulfilling their statutory duties.

GSS Package

During the 2003, over 2300 governors attended central training courses and, in addition, 242 schools have enjoyed in-school training sessions

over the past financial year. The GSS package is charged at £27 per governor (including headteacher and clerk) and the courses are free to those governing bodies buying the package. The GSS package is, yet again, good value for money.

Reconstitution

At the time of writing this newsletter, 104 governing bodies have reconstituted. Governors appointed on or after the 2 September 2003 only have a term of office until the governing body reconstitutes. In the case of a co-opted governor, the governing body can appoint him/her to a community governor place on the reconstituted governing body if they so wish. The LEA Appointments Group have given their agreement that LEA governors in this position can be reappointed straight away. A problem can arise if a parent governor has been elected on or after the 2 September 2003, as their term of office ends when the governing body reconstitutes. In this case, the school will need to run parent governor elections again. Please do call the Governor Support Service to discuss this, if you find yourselves in this situation, tel: 01603 433276.

Sharing Information

The benefits of good sharing of information between chairs and clerks are clearly evident to the GSS Development Officers when they carry out in-school training sessions. Chairs should be vigilant in keeping their clerk to governors informed of new developments and information.

ISCG - A Manual for Governing Bodies and their Clerks 2003

The GSS would like to encourage all governing bodies to buy a copy of this manual for the use of their clerk to supplement the Guide to the Law for School Governors. Copies can be obtained from ISCG at Avondale Park School, Sirdar Road,

London W11 4EE, tel no: 0207 290200,
e-mail: iscg@governors.fsnet.co.uk
They also have a website:
www.governors.fsnet.co.uk

Help Wanted

Great Ellingham Primary School near Attleborough need a clerk for their governing body. If you are interested can you please contact the headteacher, Mrs Mills, on tel: 01953 453342.

The Annual Report to Parents

The Governor Support Service would again like to receive copies of the Annual Report to Parents. Although there is no prize, there will still be a competition to pick the best ones in the Primary and Secondary phases for the 2002/03 school year. The winners will have the pleasure of knowing what a 'good job' they did and we will be able to share the winning entries with any schools looking for examples of good practice. Please send your entries to Sue Platt, Development Officer, Governor Support Service (address at the end of this newsletter) or e-mail them to sue.platt@norfolk.gov.uk by the 31 May 2004. Schools which have already sent them in need not send another copy.

Western Area Clerks' Association (W.A.C.A.)

The next meeting of the Association will be held at Greyfriars Primary School, off London Road, King's Lynn, on Thursday 22 April 2004 and will be preceded by a training session entitled, "A Clerk's Job Description" which will be led by two experienced clerks – Bob Cooke (Whitefriars V A Primary School) and Michael Fillenham (King Edward VII School).

If you would like to know more about W.A.C.A. Michael Fillenham will be pleased to hear from you - tel no: 01553 764924 (daytime or evening).

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, Professional Development Centre, Woodside Road, Norwich, NR7 9QL

Website: www.norfolkesinet.org.uk

FORM S3

Governors' audit of statutory requirements



Office for Standards
in Education

This form should be completed by a representative of the appropriate authority for the school. In most cases this will be the chair of the governing body. Throughout the form, references to the governing body should be taken to mean the appropriate authority for the school.

Please refer to the notes of guidance before completing this form.

Section A: Information that identifies your school

A1	Name of school	<input type="text"/>
A2	School unique reference number (from Form S1)	<input type="text"/>

Statutory requirements

Please complete each section of the form by selecting the relevant column as follows to indicate how far statutory requirements are being met:

- Fully in place:** all statutory requirements that apply to the school are fully in place;
- Partly in place:** some statutory requirements are in place, but action needs to be taken to ensure that they are fully in place; or
- Not in place:** the statutory requirements that apply to the school are not in place and action needs to be taken to ensure they are.

Where action is needed, please provide an explanation in the space provided, and indicate what action the governing body is taking.

The curriculum

1. Every pupil receives the full statutory curriculum that the school must provide.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

2. The school provides teaching of religious education for all pupils in accordance with the agreed syllabus or otherwise and has told parents of the right to withdraw their children.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

3. The school provides a daily act of collective worship for all pupils (in *special schools* as far as is practicable) and has told parents of the right to withdraw their children.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

4. (*Schools with pupils of primary age*) The governing body has decided whether or not to provide sex and relationships education and, if doing so, has agreed the content and organisation of the programme and has told parents about it and the right to withdraw their children.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

5. *(Schools with pupils of secondary age)* The governing body has agreed the content and organisation of its programme of sex and relationships education and has told parents about it and the right to withdraw their children.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

Equality

6. The governing body ensures that the school does not discriminate against pupils, job applicants or staff on the grounds of sex, race, disability or marital status.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

7. The governing body has agreed a written policy on race equality, has arrangements to monitor its implementation and assess its impact on staff, pupils and parents, and communicates the results of monitoring and assessments of impact to parents and the governing body.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

8. The school meets the requirements of the general duty and the specific duties in the Race Relations (Amendment) Act 2000 and the Commission for Racial Equality (CRE) code of practice.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

Special educational needs

9. The school has regard to the Special Educational Needs Code of Practice when meeting pupils' special educational needs and makes its policy known to parents.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

10. The school meets the requirements of the Special Educational Needs and Disability Act 2001. It has told parents about its policy and arrangements and reports annually on the success of its SEN policy and the progress made in improving accessibility.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

11. The governing body has procedures for ensuring the school meets all relevant health and safety legislation.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

12. The school's procedures for child protection follow the requirements of the local Area Child Protection Committee, and the governing body ensures that these are followed.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

Informing parents/guardians

13. The governing body ensures that all statutory assessments are conducted and results are forwarded to parents/guardians and appropriate bodies.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

14. The governing body (of maintained schools only) ensures that each year a report on each pupil's educational achievements are forwarded to their parents/guardians.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

15. The school keeps parents and prospective parents informed by publishing a school prospectus and by providing copies of an annual report produced by the governing body.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

Leadership and management

16. The responsibilities of the governing body, its committees, the head teacher and staff in respect of finances are clearly defined and limits of delegated authority are delineated.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

17. The governing body has a performance management policy and ensures that all teachers, including the head teacher, are appraised in accordance with statutory requirements.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--

18. The governing body has all relevant complaints and appeals procedures, as set out in the DfES guide to the law for school governors.

Fully in place	Partly in place	Not in place

If not fully in place, explanation and action being taken:

--