

Clerks' newsletter

No. 41 Autumn Term 2009

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 (N.B. New SEF in operation)
- 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)
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 and 4)

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 is 22nd October at 2.00pm at the West Norfolk Professional Development Centre, King's Lynn. If you would like more information, please contact Anne Graveling on 01603 433276.

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.

Clerks' Training

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

King's Lynn 23rd November 9.30-2.30

Norwich 19th November 9.30-2.30

In addition 'Practical Skills for Clerks' sessions will be held on the following dates:

Norwich 9th November 10.00am-12.00

King's Lynn 1st December 10.00am-12.00

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

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. If you know of anyone who fits the bill, please ask them to contact Tina Brown on 01603 433276 Ext. 154.

Governor Services Training Booklet

Governor Services have produced a new Training Booklet that covers training opportunities for the whole of the next academic year. It will enable governors and governing bodies to plan their training more effectively and will be delivered to governors at their home address. Please look out for this new publication and remember that Clerks are welcome to attend any governor training session as long as their school subscribes to the service.

Safer Recruitment Training

The Statutory requirement for the Headteacher and one governor to have completed the Safer Recruitment Training comes into force in 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

17.10.09 Norwich (Saturday)

19.10.09 Norwich

3.11.09 Norwich

10.12.09 Norwich

12.10.09 King's Lynn

3.12.09 King's Lynn

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

Safeguarding

Please make sure that your school has a Single Central Record with regard to Safeguarding Children and Child Protection. This includes details of CRB checks, teacher qualifications etc.

Ofsted

A new Ofsted Framework comes into force from September 2009 and is significantly different from the previous one. It is supported by a new style SEF and it is important that your governors are aware of Ofsted's expectations of governance. Governor Services will be running briefing sessions next term. Please see the new Training Booklet for details.

It is also important that Clerks are aware of these expectations, as the Governing Body minutes will be one of the key sources of evidence available to inspectors to ascertain the quality of governance in the school. We will be addressing this issue in our 'Practical Skills for Clerks' sessions mentioned earlier in the newsletter

Vetting and Barring Scheme

The Vetting and Barring Scheme (VBS) was established as a result of the Bichard Enquiry which recommended that all those who work with children should be registered. The VBS is a partnership of the ISA (Independent Safeguarding Authority) and the CRB (Criminal Records Bureau).

The CRB is responsible for the application process and the ISA for decision making and the maintenance of two Barred Lists (Children and Vulnerable Adults). These lists will replace all previous lists (e.g. List 99).

The VBS is designed to ensure that anyone who presents a known risk to children is prevented from working with them.

The new scheme comes into force on 12th October 2009, when the new lists come into operation and checks can be made against them as part of the CRB enhanced check. From this date employers and Social Services will have a duty to refer any information about individuals who might pose a risk. Criminal penalties will also be in place for barred individuals who seek or undertake work with children and for employers who knowingly take them on.

From 26th July 2010 all new entrants to roles working with children and those switching jobs to a new provider will be able to apply for ISA registration and be checked. They will then be continuously monitored and their status reviewed if any new information comes to light. The legal requirement for employees to register with the ISA and for employers to check their status comes into force in November 2010.

Those who need to be registered are as follows:

- Those in activity involving contact with children of a specified nature (e.g. teaching)
- Those in activity involving contact with children in a specified place (e.g. schools)
- Fostering and Childcare
- Certain specified positions of responsibility (inc. school governors)
- N.B. There will be no charge for registration for volunteers, including governors

All people currently employed in these positions (voluntary or paid) will eventually have to register with the ISA. Employers will be given up to five years to ensure that all current employees and volunteers have gone through the registration process, via the phasing process that starts in July 2010.

Further information can be found on the ISA website: www.isa-gov.org



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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