

Clerks' newsletter

 **Norfolk** County Council
at your service

No.42 Spring Term 2010

Suggested agenda items for the Spring Term

- 1 Consideration of apologies (plus list of 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 the final budget plan (or in committee (Education Act 2002) where agreed)
- 8 Update on the SEF
- 9 Review progress of School Improvement Development Plan
- 10 Review of the Critical Incidents Red Book (school details of levels of responsibility and procedures)
- 11 One to One Tuition
- 12 Safeguarding
- 13 Feedback from governor training attended
- 14 School based items (see list below)
- 15 Any other business (not for lengthy discussion or vote)
- 16 Date and time of next meeting

Additional items for inclusion

Review of predicted admission numbers
Staffing structure
Review of Clerks' honorarium
Preparation of draft budget (or in committee)
Summary of SIP (School Improvement Partner) record of visit
Policy reviews, especially Performance Management (using the new guidelines)
Governor visits to school

Any Other Business

Please remember that 'Any Other Business' should always be notified to the chair in advance to enable it to be included on the agenda within another item. There should never be any votes taken under AOB. If a vote is required it should be an agenda item at the next meeting. There should be no 'surprises' under AOB.

Western Area Clerks' Association (WACA)

The next meeting of the Western Area Clerks' Association will be held at 2.00 pm on 25th March at The Professional Development Centre, King's Lynn. This is a very useful session for all clerks in the west of the county. The meetings are very short and give clerks the opportunity to discuss, with others, any particular problems or concerns. A representative from Governor Services attends the meetings to give updates on changes in the law and there is always lots of help and advice given to everybody who attends.

Please let Anne Graveling know if you wish to attend on 01603 433276 or E-mail her on anne.graveling@norfolk.gov.uk

Pecuniary Interest

Have you reminded your governors that they all need to complete a declaration of Pecuniary Interest this term? This should be done by all governors annually, not just new governors. In addition, this should also be highlighted at the start of all governor meetings.

Clerks' Training

'Skills for Clerks' training is being held on the following dates

Norwich	8 Feb 2010	9.30-14.30
Gt Yarmouth	25 Feb	9.30-14.30
King's Lynn	30 March	9.30-14.30

All Clerks are welcome to attend these sessions, and they will be particularly useful for new or inexperienced Clerks. Lunch is provided.

One to One Tuition

The One to One Tuition scheme is underway in Norfolk schools which provides for 10 hours of one to one tuition for selected pupils. Governors should be aware of the allocation their particular school has received and whether the school has been able to make use of this. The scheme will be rolled out further over the forthcoming year.

Single Equalities Scheme Framework

A toolkit and Equalities Legislation Guidance have been developed to assist schools in this matter. Please refer to the Norfolk Schools website under Equalities for further information. www.schools.norfolk.gov.uk

Ofsted and Safeguarding

One of the most important areas to be assessed under the new framework is Safeguarding, with a key outcome being that children are safe and feel safe. Inspectors will look at how well safeguarding is prioritised and governors will be asked a number of questions concerning their procedures and policies, and how they ensure that children are safe. Included in this is the Single Central Record of staff, and compliance with all legal requirements, including Safer Recruitment regulations. Please make sure that governors have this item as an Agenda item and that all regulations have been met. In school training sessions on Ofsted are a good way of ensuring your governors are up to date.

Minutes

Governing Body Minutes are a key source of evidence for Ofsted Inspectors to refer to when assessing the effectiveness of the Governing Body. Please ensure that your minutes show enough detail to show the work of the Governing Body, in particular their involvement in Strategic decisions and offering appropriate Challenge and Support.

With regard to minutes, we are no longer able to deal with hard copies at Governor Services, so please could you send copies of your minutes to us electronically.

Vetting and Barring

You will no doubt have seen a lot of information on the news about the Vetting and Barring scheme. Although there are changes in some of the detail with regard to Frequent and intensive contact the information sent out in the previous Clerks' Newsletter remains unaltered. The roll out of the scheme is as follows:

July 2010	New entrants can start to apply to become ISA registered
Nov 2010	New entrants must become ISA registered
April 2011	Existing workers start to become ISA registered

Further information can be found at: www.isa.gov.org.uk

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: governorservices@norfolk.gov.uk
Post: Governor Services, Children's Services, Professional Development Centre, Woodside Road, Norwich, NR7 9QL
Website: www.schools.norfolk.gov.uk



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a brighter future for Norfolk's young people