

Clerks' Newsletter



No.43 Summer Term 2010

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. Head teacher'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. Review of the staffing complement
13. Promoting Community Cohesion
14. Modern Reward Strategy update
15. CRB checks (please ensure that the school has a full single central log of all CRB checks on staff and other qualifications)
16. Vetting and Barring scheme
17. Feedback from governor training attended
18. School based items (see list below)
19. Any other business (not for lengthy discussion or vote)
20. Date and time of next meeting

Additional items for inclusion

Review of Pay Policy
Review of Performance Management Policy
Summary of SIP report
School Prospectus
Governing Body Self Evaluation

Clerks' Training

'Skills for Clerks' training will be held on the following dates between 9.30 – 14.30:
Norwich 8 June 2010
King's Lynn 15 June 2010

Western Area Clerks' Association (WACA)

The next meeting of the Western Area Clerks' Association will be held on 10th June 2010 at The Professional Development Centre, King's Lynn. Please let Anne Graveling know if you wish to attend on 01603 303359 or E-mail her on anne.graveling@norfolk.gov.uk

Governor Appointments

Please can you ensure that Governor Services is notified of all re-elected, re-appointed or newly recruited governors as soon as they join (or re-join) the governing body. You should do this by sending in a completed List 99 form, or, from next term, the new appointment form to tie in with the new Vetting and Barring regulations (see below). This allows us to check against the list of people who are unsuitable to work with children.

The completed and signed declaration also means that the individual has declared themselves able to take up the position of school governor, and that there are no other reasons why they should be disqualified, e.g. bankruptcy. Only when all the criteria are met can we formally add the governor to the database.

Please also note that many governors' terms of office come to an end in August 2010 and it is worth checking which appointments need to be made so that your governing body is as up to date as possible for the new academic year.

Governor Services Package

Just a reminder to check whether your school has bought into the Governor Services package for this year (2010/11). 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.

Safer Recruitment

Schools must comply with the requirement for the Head teacher and one member of the governing body to have completed the 'Safer Recruitment' course and assessment. From January 2010, every interview panel in school needs one member to have successfully completed the training. We are continuing to run face to face sessions in the Summer Term. If your Head and at least one governor have not yet undertaken this training, please can you draw their attention to the following training sessions.

Safer Recruitment sessions are being held in the following venues (9.15-17.00)

Norwich

10th May

17th June

King's Lynn

28th June

It is also possible to do the course on line through the Children's Workforce Development Council. Your Head teacher will have the details.

Vetting and Barring Scheme

The new Vetting and Barring Scheme comes into force on 26th July 2010, with new entrants to roles working with children and those switching jobs to a new provider being able to apply for ISA registration. The legal requirement for employees to register with the ISA and for employers to check their status comes into force in November 2010. Governors will be included in this scheme. Governors will need to be checked when they start a new term of office after the November date. Current employees will be registered as part of a 5 year rolling catch up programme which starts in April 2011. Please see our website for more information. www.schools@norfolk.gov.uk or www.isa-gov.org.uk

The Vetting and Barring scheme sees the introduction of lists maintained by the Independent Safeguarding Authority of those people who are either suitable or barred from working with children.

Training sessions will be available on the Vetting and Barring scheme in the Autumn Term 2010. Please see our new training brochure for further information (available August/September 2010)

Safeguarding

We are currently reviewing our Safeguarding training for governors, with a view to extending the provision to in school and cluster sessions. More information will be available at the start of next term, but please let your governing bodies know that, although we are not able to offer this facility this term, it should be available later in the year.

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

