

CLERKS' BRIEFING

Autumn Term 2008

Tuesday 16th September 2008

1.00 pm to 2.30 pm

Venue - Bracknell Forest Education Centre

(copied to Headteachers & Chairs by email)



AGENDA

A

- 1 Financial Issues
- 2 Human Resources
- 3 Elections and Appointments
- 4 Governor and Clerk Development – Autumn term 2008

B INFORMATION ITEMS FOR GOVERNORS

- 5 Display Energy Certificates
- 6 Health Profile Bracknell Forest 2008
- 7 Review of the Children and Young People's Plan 2008
- 8 Delivering the Children's Plan – Children's Trusts and 21st Century Schools - Consultation Documents
- 9 Community Cohesion for Governors
- 10 Dedicated Headship Time
- 11 Anti-Bullying Strategy and Action Plan
- 12 Family Support Advisers
- 13 Family Holidays during term time
- 14 Information from Department for Children, Schools and Families (DCSF)
- 15 Publications

C INFORMATION ITEMS FOR CLERKS

- 16 LEA Governor Appointment
- 17 Governing Body Minutes and related papers
- 18 DIY Guides
- 19 List of Clerks to Governors
- 20 Review list of actions from Summer term 2008
- 21 Discussion topic – Governor Elections
- 22 Dates of future meetings:-
Thursday 22 January 2009, Thursday 30 April 2009

APPENDICES

- A Governor and Clerk Development Opportunities – Autumn Term 2008

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 1a
TITLE	Financial Issues Annual Financial Consultation
<p>Each November, the Council has traditionally undertaken a detailed financial consultation with schools to:</p> <ol style="list-style-type: none"> 1. set out new government requirements; 2. consider whether the Funding Formula that is used to distribute money to schools needs to be amended; 3. propose any discretionary changes considered beneficial; and 4. seek comments from schools on new budget developments and their relative importance. <p>With the advent of three year budgets (2008-09 budget is the first year of the current period) which the government requires to result in a period of financial stability for schools, there are no new government requirements, and neither are LAs permitted to amend their Funding Formula for Schools. Therefore no changes will arise from items 1. to 3. above.</p> <p>However, it is considered appropriate to review the original budget pressures that were forecast for 2009-10 and 2010-11 at the start of the year. This is because more up to date data is now available and if used, will help to ensure that the right amount on funding is agreed for relevant cost pressures and therefore targeted at the right areas and to the right schools. Therefore a short consultation is proposed in October to gather school views on where budget pressures will occur next year, which will then be followed up in November with a second short consultation for schools to prioritise the pressures identified in October so that if insufficient funds exist to fund all pressures, the available funding can be targeted to the highest priorities.</p> <p>It is also important to recalculate the estimated level of income to be received as this determines the total level of funding for the Schools Budget and ultimately the amount of resources available to be delegated to schools. The amount of grant due to the Council will be dependent on the number of pupils on roll at January 2009. Therefore, the Council will be seeking comments from schools on forecast pupil numbers that will be based on the September pupil census and use this data for initial forecasting of the level of Schools Budget for next year.</p> <p>As in previous years, it is the intention of the Council to issue schools with indicative 2009-10 school budgets before the end of the autumn term. Therefore, responses from schools to the consultation to prioritise budget pressures will be presented to the Schools Forum in December for preliminary decisions on which pressures could eventually be funded. These indicative budgets are an important aid to schools in their financial planning.</p> <p>There is one new pressure arising from government policy and this relates to the requirement to extend the free and flexible provision of early years education and childcare from 12 ½ hours per week to 15 hours per week. The exact requirements from this change have yet to be confirmed, although it is clear that it will impact on both LA maintained schools and providers from the private, voluntary and independent sector. Additional grant funding has been announced for this, with provisional allocations of £163k in 2009-10 and £707k in 2010-11 which indicates a phased roll-out of the need to provide the extra hours. (Note both of these amounts are subject to change.) During the autumn term, the Council intends to discuss options around meeting this change with its partners with the intention of bring funding proposals to the Schools Forum in December.</p>	

ACTION POINTS:	<ul style="list-style-type: none"> • Chair of governors need to be prepared for two consultations: <ul style="list-style-type: none"> • in October, be ready to provide details of potential budget pressures for 2009-10 that have not been identified by the Council. • in November, be ready to prioritise all of the budget pressures identified in October • Schools need to be ready in October to comment on LA forecast pupil numbers estimated for January 2009 • Schools need to be aware of the expansion of early years provision and that the LA will be bringing proposals on this at the end of the autumn term 		
DEADLINE FOR ACTION	October / November	CONTACT NAME	Paul Clark, Group Accountant
		TELEPHONE	01344 354054
		EMAIL	paul.clark@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 1b		
TITLE	Financial Issues School Balances 2007-08		
<p>There are two stages in determining school carry forward balances. Firstly, in line with Statutory Regulations, each school's year end balance of budget must be calculated. Secondly, where a significant surplus balance occurs, unless this is held for permitted reasons, it is removed for reallocation within a future year's Schools Budget. After this deduction, the remaining balance at each school is then made available for use in the next financial year.</p> <p>At the end of March 2008, aggregate surplus balances in Bracknell Forest stood at £1.589 million. This represents a decrease of nearly 6% on the previous year and is the second successive year that balances have reduced following three years of increase.</p> <p>In respect of significant surpluses, which are defined as balances in excess of 5% for secondary schools or 8% for primary or special schools, four schools were assessed to have a significant surplus, which totalled £0.151 million. Relevant schools have provided an explanation to the significant surplus which related to construction, furniture, IT and other expenditure of a capital nature and costs associated with staff re-modelling and were therefore deemed to be held for valid reasons and no claw-back was required.</p> <p>Schools need to ensure that suitable spending plans are in place to prevent the need for claw-back at the end of the financial year.</p>			
ACTION POINTS:	<ul style="list-style-type: none"> Finance Committees need to be aware that the LA is required to claw-back significant surplus balances unless the funding is assigned to a suitable significant purpose.. 		
DEADLINE FOR ACTION	March	CONTACT NAME	Paul Clark, Group Accountant
		TELEPHONE	01344 354054
		EMAIL	paul.clark@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 1c		
TITLE	Financial Issues School Budgets 2008-09		
<p>A reminder that once signed, a copy of the minutes from the relevant committee authorised to approve the budget plan, needs to be sent to the Council for receipt by 31 December 2008.</p>			
ACTION POINTS:	Clerks need to ensure that this task is completed.		
DEADLINE FOR ACTION	31 Dec	CONTACT NAME	Paul Clark, Group Accountant
		TELEPHONE	01344 354054
		EMAIL	paul.clark@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 1d		
TITLE	Financial Issues Financial Management Standard in Schools		
<p>This is a Standard that by March 2010, all schools will be required to meet which once met is valid for 3 years. It is "a simple statement of what a school that is financially well managed would look like". It is intended to help schools evaluate the quality of their financial management and to aid in training staff to become better financial managers and the following schools will need to meet the Standard for the first time by March 2009:</p> <p>Ascot Heath CE Junior Birch Hill Primary College Town Infant & Nursery Crown Wood Primary Fox Hill Primary Holly Spring Junior New Scotland Hill Primary Owlsmoor Primary St Joseph's Catholic Primary St Michaels CE Primary, Sandhurst Warfield CE Primary</p> <p>1 day training has now been provided to relevant schools who now need to undertake the self assessment over the autumn term ensuring that the Standard will be met by 31 December 2008. This is to include sign off by governors. It is essential that this deadline is met so that the following two stages and ultimately the final deadline for submission to the DCSF are achieved.</p> <ol style="list-style-type: none"> 1. Finance and Internal Audit will review all of the returns and use local intelligence to form a judgment on the reliability of the submission. Schools will need to include a relevant and specific comment against each question on the self assessment in order for the Council to confirm compliance. 2. By spring half term (around middle of February), schools to receive written confirmation that the return is acceptable, or identifying specific areas that need further attention. <p>Schools identified as needing to undertake further work on their self assessment document have until the end of the spring term (around end of March) to make the necessary changes, get signed off by governors and resubmit. Support and advice from the Council will be available to schools on this if required. Failure to submit a self assessment will be deemed by BFC that a school does not meet the standard.</p>			
ACTION POINTS:	Relevant governing bodies need to ensure that they take the necessary steps to meet the Standard.		
DEADLINE FOR ACTION	31 Dec 2009 (where relevant)	CONTACT NAME	Paul Clark, Group Accountant
		TELEPHONE	01344 354054
		EMAIL	paul.clark@bracknell-forest.gov.uk <i>Useful website link:</i> http://www.fmsis.info/

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 2a		
TITLE	Safer Workforce training		
<p>The Safer workforce training programme is available for the nominated governor, together with the headteacher, to attend. Alternatively the training can be completed online via the NCSL website: http://www.ncsl.org.uk/managing_your_school/safer-recruitment/index.cfm. The online training is available to every headteacher and one nominated governor.</p> <p>As previously indicated this training delivers valuable information on a safer school culture, and advice and guidance to strengthen safeguards against employing unsuitable people in schools. The training will help schools demonstrate that they have effective recruitment and selection processes in place that ensure learners are both well taught and protected.</p>			
ACTION POINTS:	Ensure the headteacher and one nominated governor either completes the online training or attends the training session.		
DEADLINE FOR ACTION	December 2008	CONTACT NAME	Paul Young
		TELEPHONE	01344 354060
		EMAIL	paul.young@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 2b		
TITLE	Independent Safeguarding Authority		
<p>The government has announced a delay into the introduction of the Independent Safeguarding Authority (ISA) until Autumn 2009. The ISA will have a major impact on the recruitment and monitoring practices of people working or volunteering with children.</p> <p>Created under the Safeguarding Vulnerable Groups Act 2006, the ISA will decide who is unsuitable to work or volunteer with vulnerable groups. The ISA scheme will replace the current List 99, PoCA, PoVA and Disqualification Orders regimes. It will base its decisions by pulling together information held by various agencies, government departments and the CRB.</p> <p>Once the scheme is fully rolled out, it will be illegal to hire someone in regulated activity who is not registered, and has therefore not been checked by, the ISA. The new scheme will cover employees and volunteers, including governors, in the education, care and health industries, affecting some 11.3 million people</p>			
ACTION POINTS:	For information only – further details to follow		
DEADLINE FOR ACTION	n/a	CONTACT NAME	Paul Young
		TELEPHONE	01344 354060
		EMAIL	paul.young@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 2c		
TITLE	School Teachers' Pay and Conditions Document 2008 Pay Policy amendment		
<p>The new School Teachers' Pay and Condition document has been produced which includes some changes such as the calculation of part time teachers' hours. As a result there is likely to be the requirement to update the Model Pay policy. Should this be necessary an update policy will be made available once we have undertaken the consultation arrangements with the trade unions.</p>			
ACTION POINTS:	Await revised version Model Pay Policy Take to governing body for adoption		
DEADLINE FOR ACTION	n/a	CONTACT NAME	Paul Young
		TELEPHONE	01344 354060
		EMAIL	paul.young@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 3a		
TITLE	Procedural Issues - Elections and Appointments		
<p>There is a requirement for the governing body to have a Chair and Vice Chair. The term of office of both Chair and vice Chair can vary between 1 and 4 years. The governing body can decide to vary the term of office on each occasion that they elect the Chair or vice Chair but these would usually be the same for both positions. These points should be agreed and minuted. Governors paid to work at the school eg the headteacher and staff governors, are not eligible for office.</p> <p>If a new Chair or Vice Chair is needed it is usual for elections to be held at the first meeting in the academic year. The School Governance (Procedures) (England) Regulations 2003 states that the governing body can determine their own procedures for electing the Chair and vice Chair. It is no longer a legal requirement for the clerk to chair the meeting until the Chair has been elected, but we consider this to be good practice and recommend that this is done.</p> <p>Most governing bodies will also wish to elect their link governor and governors with other specific responsibilities, such as SEN. There are guides on the Governors website outlining the roles of governors with special responsibilities. www.bracknell-forest.gov.uk follow links to Learning / schools / governors and DIY guides (under Internal links). It may be useful to have these to hand when seeking volunteers for these roles.</p> <p>It is very important that both Chair and vice Chair posts are filled. The vice Chair's role is not just to chair meetings when the Chair is absent. The vice Chair can act as Chair and make decisions on behalf of the Governing Body in an emergency if the Chair is unavailable or cannot be contacted. The role also acts as a useful training ground for governors who may be considering a future role as Chair and in most GBs the workload is shared between the two offices.</p> <p>It is considered best practice for nominations to be requested in advance of the full governing body meeting at which the appointment is to be made. This avoids possible awkwardness (eg if someone else wants to stand against an existing Chair) and also saves time during the meeting. Governors may also decide to make the vote a secret ballot. If the vote is on a show of hands, those standing for election should withdraw from the meeting when a vote is taken.</p> <p>Ref Guide to the Law Chapter 3 paras 46 - 51</p>			
ACTION POINTS:	Governing bodies need to: <ul style="list-style-type: none"> • Elect the Chair and Vice-Chair • Appoint governors with special responsibilities • Inform Governor Services accordingly 		
DEADLINE FOR ACTION	At first meeting of autumn term	CONTACT NAME	Governor Services
		TELEPHONE	01344 354066/4071
		MAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2007	ITEM NO. 3b		
TITLE	Procedural Issues – Review of Committee Organisation		
<p>Governing bodies must review the establishment, terms of reference, constitution, delegated powers and procedures of their committees and working parties annually. This is best done at the first meeting of the school year.</p> <p>Governing bodies must determine what committees they need to perform their function. The governing body can delegate many functions to committees, individuals or the headteacher. These are detailed in the Guide to the Law. The whole governing body remains accountable for all decisions taken including all that have been delegated. Committees must report their decisions and actions to the full governing body, and how they intend to do this must be recorded in the terms of reference (TORs).</p> <p>It is good practice for a governing body to nominate a pool of 5 or 6 governors to form the complaints and disciplinary committees at this meeting (otherwise, if a committee needs to sit during the year, possibly to hear a difficult case, it will mean an additional governing body meeting to be held at short notice, and subsequent delay in the process). Normally three governors are needed for each of these committees.</p> <p>Committee structure and delegations are set out in chapter 3 of the Guide to the Law.</p> <p>The governing body must appoint a nominated clerk to each committee. The clerk <i>may</i> be the clerk to the governing body, another experienced clerk appointed specifically to the position, a named governor or associate member on the committee, but not the headteacher. If the clerk does not attend a committee meeting, the governors present at the meeting can appoint a member of the committee (but not the headteacher) to clerk that meeting. It is not appropriate for the Chair to also act as clerk. Anyone who clerks a meeting should be made aware of the importance of the minutes as the public record of the business of the governing body. It is recommended that governors that minute committee meetings should attend the minute taking course on Thursday 23 October, if they have not attended this session in the past.</p> <p>Associate members can be appointed to committees, but do not count towards the quorum. The governing body has to determine whether the associate members have voting rights on the committee. There are certain issues that associate members cannot vote on. These are: admissions, pupil discipline, the election or appointment of governors and the budget and financial commitments of the governing body.</p>			
ACTION POINTS:	<p>Governing bodies need to:</p> <ul style="list-style-type: none"> • Review the committee structure, terms of reference, constitution, any delegated powers and the committee procedures. • Nominate potential governors eligible to serve on disciplinary and complaints committees. Ensure that TORs are in place for these committees should they be needed. • Appoint members of the governing body to committees. • Appoint chairmen of each committee or decide that each committee can elect their own chairman. • Appoint named clerks to each committee or decide that each committee can appoint their own named clerk. • Decide whether associate members should have voting rights. • Consider attending Minute Taking Course. 		
DEADLINE FOR ACTION	At first meeting of autumn term	CONTACT NAME	Governor Services
		TELEPHONE	01344 354066/4071
		EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 4
TITLE	Governor and Clerk Development Opportunities – Autumn term 2008
<p>All clerks and governors should have received a copy of the Governor and Clerk Development Programme for the autumn term. If you have not received your copy, please contact the Governor Services team.</p> <p>On line training – GEL</p> <p>You will now be aware of the new online training opportunity for Bracknell Forest governors, clerks and associate members which became available on 1 September 2008. GEL (Governor East Learning) provides effective and accessible training online, enabling governors to access a broad range of modules at their own pace and convenience. <i>This on line training is complementary to, and not a replacement for, the training programme provided by Bracknell Forest Governor Services.</i></p> <p>Guidance has now been sent out explaining how to access the site. Currently you will be able to access 6 main modules on GEL; <i>Performance Management, Roles & Responsibilities, Every Child Matters, National Training Programme for New Governors, Health & Safety and Taking the Chair.</i> You will be kept fully informed as further modules are added during the coming months – these will include Managing Exclusions, Child Protection, Data & Monitoring and Special Education Needs.</p> <p>Please take the earliest opportunity to log onto the site and take advantage of all the information available.</p> <p>I shall be attending meetings of the Editorial Board and would welcome any feedback once you have had the opportunity to access the site and familiarise yourself with it. Please send feedback to anne.hall@bracknell-forest.gov.uk</p> <p>Table of training (Appendix A)</p> <p>The table attached, as Appendix A, lists the training available this term, the target audience and the specific benefits of attendance. Governing Bodies may wish to use the table to assist in planning attendance at training and to ensure that they do not miss out on important training opportunities. A column is available to record the name of the individual to attend, if appropriate.</p> <p>Full details on all training can be found in the Governor and Clerk Development Programme including details on how to book and a booking form. Governors and clerks may also view courses and book online by visiting:- www.bracknell-forest.gov.uk – learning/schools/governors. Follow the links to on-line booking of courses.</p> <p>Governor Development Conference 2009</p> <p>The next Governor Development Conference will be held on Saturday 31st January 2009. This year we are delighted that Humphrey Walters has agreed to join us as our guest speaker. Humphrey Walters focuses on inspirational and practical examples of team work and leadership. You may wish to visit his website:- www.humphreywalters.com</p> <p>Full details and a booking form will be sent to all governors and clerks later this term.</p> <p>Achievement Award</p> <p>Governors and clerks contribute in a variety of ways to the success of their governing body and Bracknell Forest wishes again to recognise and celebrate these contributions in a collective way. We are asking governing bodies to nominate one governor or clerk (preferably a different person to those nominated in recent years) to</p>	

recognise their outstanding contribution over the last year – this might be in the form of a particular project, continued successful involvement or a notable milestone in terms of their period of office with the governing body.

We will be issuing a nomination form in October for use by governing bodies, together with further information.

Teachers' TV

Become a Teachers' TV Associate and watch online previews of future programmes. Teachers' TV Associates are the channel's first point of contact at schools. By helping to promote the channel they get access to free previews, online discussion forums and invitations to special events, among other benefits. To learn more, go to www.teachers.tv/associates. Associates can access the previews through this web link.

Programme information can be found by visiting the home page at: www.teachers.tv and clicking on *Full TV Guide* at the foot of the page.

TTV can be found on Sky Guide 880, ntl 240, Telewest 240, Home choice 845 and Freeview 88.

Freeview viewing time has changed; it is now from 11.00am until 1.00pm

ACTION POINTS:	<p>Governors are encouraged to:-</p> <ul style="list-style-type: none"> • book onto training for the autumn term • feedback to their Link Governor on any issues regarding their training needs • access the new on line training opportunity (GEL) • note date of conference <p>Governing Body to:</p> <ul style="list-style-type: none"> • nominate outstanding governor or clerk 		
DEADLINE FOR ACTION	As soon as possible	CONTACT NAME	Anne Hall Governor Services Officer
		TELEPHONE	01344 354066
		EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 5
TITLE	Display Energy Certificates
<p>From 1 October 2008, schools will be required to display in a public place certificates containing information about energy use. These will be required for all <i>buildings</i> with a floor area of more than 1,000 square metres. DEC's are being introduced to raise public awareness of energy use by displaying the actual energy use and energy efficiency of the buildings they visit. This is based on records of gas, electricity and other meter readings or fuel delivery records in the case of oil or solid fuel. Display Energy Certificates (DEC's) include an A-G energy rating for the building, similar to those that are required for fridges and many other new white goods. The rating provides an indication of how energy use compares with benchmarks for similar buildings. In addition an Advisory Report is also required, to recommend to schools means by which they can reduce their energy and carbon dioxide emissions via low, medium and high cost measures. A Display Certificate shall be required on annual basis, whereas an Advisory Report every seven years.</p> <p>DEC's and Advisory reports can only be produced by accredited energy assessors. To meet this requirement following agreement by all schools to be included in a joint tender with BF Council, consultants have been appointed and are currently visiting effected schools. As all schools are included in the Council fuel purchasing contracts, the BF Energy Manager has collated all energy billing data and floor plans on schools behalf and submitted them to the consultant. Schools can however assist in the production of accurate DEC's by entering monthly readings of their gas and electricity into the Council 'Systemlink' web based monitoring system.</p> <p>All affected schools shall have a Display Energy Certificate and Advisory Report by 14th November 2008.</p> <p>Information on Display Energy Certificates is available on the "Energy Efficiency and Low Carbon Schools" section of the school buildings website at www.teachernet.gov.uk/schoolbuildings.</p>	

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CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 6	
TITLE	Health Profile Bracknell Forest 2008	
<p>The Health Profile together with other local information has been designed to support action by local government and Primary Care Trusts to tackle health inequalities and improve people's health. This profile gives a snapshot of health in Bracknell Forest.</p> <p>Health Profiles are funded by the Department of Health and produced annually by the Association of Public Health Observatories.</p> <p>To view the Health Profile for Bracknell Forest and other local authority areas go to www.healthprofiles.info</p> <p>Governors are encouraged to view the document and consider its content in the context of their school.</p>		
	CONTACT NAME	Sandra Maxwell Children's Trust Business Manager
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	EMAIL	Sandra.maxwell@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 7
TITLE	Review of the Children and Young People's Plan 2008
<p>The Children and Young People's Plan 2006 – 2009 is an important part of ensuring that Every Child Matters is implemented in Bracknell Forest and is a key mechanism for improved integration and partnership working across children's services.</p> <p>It is a requirement of the Children and Young People's Plan [Amendment] [England] Regulations 2007, that the plan is reviewed on an annual basis to ensure priorities remain consistent, and outcomes for children and young people are improved through partnership working.</p> <p>The 2008 review of the plan was completed at the end of the summer term and the published document details the significant progress made over the past year in addressing the priorities. It looks at some of the issues that have arisen and considers new priorities and areas for development in the coming year.</p> <p>A copy of this document will shortly be circulated to Head-Teachers and to Chairs of Governors.</p> <p>The plan shows how the Local Authority is meeting the 5 Outcomes and School Development Plans should relate to and reflect some of the priorities in the plan.</p> <p>For more information on the Children and Young People's Plan you can access the website at http://www.bracknell-forest.gov.uk/living/liv-change-for-children/liv-changes-in-the-council/liv-children-and-young-peoples-plan.htm</p>	

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CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 8
TITLE	Delivering the Children's Plan – Children's Trusts and 21st Century Schools Consultation Documents
<p>The DCSF has produced three documents for consultation in relation to strengthening partnership working and the role of schools in promoting wellbeing and Children's Trusts.</p> <p>Schools Role in Promoting Pupil Wellbeing: Draft Guidance for Consultation</p> <p>The 2006 Education and Inspections Act laid a duty on the governing bodies of maintained schools, primary, secondary, special and Pupil Referral Units, in discharging their functions relating to the conduct of the school, to promote the well-being of pupils at the school. The duty came in to effect in September 2007. Since that date, an equivalent requirement has been placed on new academies through their funding agreements. This consultation draft offers guidance on schools' role in promoting well-being and on the support they can expect from their local authority and other partners in the Children's Trust.</p> <p>Strengthening Children's Trusts: Legislative Options</p> <p>Following on from the recent consultation on the Statutory Guidance for Children's Trusts on the Duty to Cooperate, which closed on 26 June, this is a further call for views and advice from partners. This discussion document now proposes a number of changes to the current framework for Children's Trusts. This includes requiring all areas to have a Children and Young People's Plan, with extended ownership of the plan to all statutory partners; proposals to strengthen the statutory framework for Children and Young People's Plans through secondary legislation and further clarifying the required content of plans; extending the 'duty to cooperate' to other key partners; and establishing a stronger basis for Children's Trusts Boards.</p> <p>Proposals for Revision to Legislation for Schools Causing Concern</p> <p>This consultation seeks views on proposed changes to the legislation on schools causing concern. This consultation runs until 25 September 2008.</p> <p>Information and consultation documents can be accessed via:</p> <p>http://www.dcsf.gov.uk/consultations/</p>	

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CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 9
TITLE	Community Cohesion for Governors
<p>Globalisation and increasing diversity mean children and young people today are more likely, over the course of their lifetimes, to come into contact with; be educated, and work with individuals from a different race, culture, faith or socio-economic background.</p> <p>If we want a cohesive and successful society then it is important that we help children understand and appreciate diversity, so that every child can succeed and fulfil their potential and become responsible, active citizens in the future.</p> <p>The introduction of the statutory duty on schools to promote community cohesion from September 2007 recognises the good work that many schools are already doing to encourage community cohesion, and aims to achieve a situation whereby all children understand others, value diversity, have a sense of shared values and have real and positive relationships with people from different backgrounds.</p> <p>Governors are responsible for meeting the duty, and should work with the head teacher to ensure the school is complying with the duty. Governors have a key role in supporting the school to improve its effectiveness in promoting community cohesion, particularly through their knowledge of the local community and partners.</p> <p>Ofsted plan to inspect the community cohesion duty from September 2008. Ofsted has worked closely with the Department for Children, Schools and Families (DCSF) and other stakeholders to develop inspection guidance. This is available from www.ofsted.gov.uk .</p> <p>To support schools the DCSF has:</p> <ul style="list-style-type: none"> Published guidance in July 2007, which sets out how schools can contribute towards community cohesion – through their teaching and learning, work on narrowing achievement gaps, and through extended services and engagement with the local community. www.teachernet.gov.uk/wholeschool/Communitycohesion/Community_Cohesion_Guidance An online resource pack to provide schools with practical advice, support and examples of good practice, including a section for Governors. http://www.teachernet.gov.uk/wholeschool/Communitycohesion/communitycohesionresourcepack/ <p>Governors can use this resource pack to help their school review their current work in relation to promoting community cohesion and take action to consider what more could be done to improve their practice and provision to ensure it is effective.</p>	

CONTACT NAME	Governor Services
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CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 10		
TITLE	Dedicated Headship Time (DHT)		
<p>A requirement of the Workforce National Agreement is to provide Dedicated Headship Time from September 2005. Dedicated Headship Time provides guaranteed time each week for the headteacher to focus on leadership and management responsibilities, such as strategic planning, without being interrupted by routine management issues.</p> <p>It is a governor responsibility to ensure that the headteacher has this time available during the school working day. Our evidence is that not all Bracknell Forest school governing bodies have discussed this issue as an agenda item and ensured that this time is in place.</p> <p>Headteachers in different schools have different workloads; for some this may include significant teaching time. Ensuring sufficient quality time for strategic planning may be difficult unless this time is clearly identified.</p> <p>The Governing Body should satisfy itself that all is in place to guarantee that the school's headteacher has an effective work life balance, ensuring that s/he enjoys the benefits of the specific provisions of the National Agreement and the School Teachers Pay and Conditions Document.</p> <p>In order to support the above, a specific Dedicated Headship Time pack has been developed by a working group of South East region Local Authority representatives, headteachers and TDA consultants. This support package is aimed at headteachers, governing bodies and other key school stakeholders. It includes materials to support self evaluation and planning as well as important information. This pack will be sent electronically to headteachers by the end of September. It is available from the named contact below, Roger Theobald (Senior Adviser, Learning and Achievement), who was a member of the SE regional working group.</p> <p>There will be a briefing session this term for Bracknell Forest headteachers on Dedicated Headship Time and the use of this support package on Thursday 16 October from 1.30 pm to 3.30 pm at the Education Centre, Easthampstead Park. A governor delegate is also welcome to attend.</p>			
ACTION POINTS:	<ul style="list-style-type: none"> • Discussion of DHT as a specific full GB meeting agenda item in the Autumn term to check that this time is in place and, if it is not, to agree a way forward; • It is recommended that the headteacher, working with key governors and other stakeholders, makes use of the support package in order to ensure that DHT is in place effectively. Attendance at the briefing on 16 October is recommended. 		
DEADLINE FOR ACTION	As above	CONTACT NAME	Roger Theobald Senior Adviser, Learning and Achievement
		TELEPHONE	01344 354192
		EMAIL	Roger.theobald@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 11
TITLE	Anti-Bullying Update
<p>Chairs of Governors will have received a copy of the Bracknell Forest Anti-Bullying Strategy & Action Plan in July this year. The official launch of the strategy is being marked by a half-day event including a presentation on Cyberbullying at Easthampstead Baptist Church 9.30-1.00pm on Monday 17th November (the first day of National Anti-Bullying Week).</p> <p>Chairs will receive an invitation to the event providing more details of the programme and a booking form by the end of September but in the meantime, if they would like to attend, please could they make a note of the date.</p> <p>In order to implement the Strategy & Action Plan, we have recently recruited an Anti-Bullying Co-ordinator, Rob Higgs, who has a wealth of experience in this field and will be working closely with schools.</p> <p>Lastly a reminder that National Anti-Bullying Week runs from 17-21 November 2008. The theme this year is 'Being Different, Belonging Together' and focuses on diversity issues. As in previous years the Anti-Bullying Group is organising a borough-wide competition for all age-groups, culminating in an Awards ceremony and Prize-giving on 21 November. Details of the competition will be sent to Headteachers shortly and we hope that all schools will be keen to participate.</p>	
CONTACT NAME	Sally Garforth Children & Families Officer (and Chair of Anti-Bullying Group)
TELEPHONE	01344 354198
EMAIL	sally.garforth@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 12		
TITLE	Family Support Advisers (FSA)		
<p>In September 2008 there will be 15 Family Support Advisers (FSA) working in 21 schools in the Borough. A small number of additional appointments may be made in the autumn term. Posts are part funded by schools and the Council.</p> <p>The appointment of FSAs in the Borough is an exciting and significant step forward in the support of children and families. The broad aims of an FSA are:</p> <ol style="list-style-type: none"> 1. To foster good relationships with parents/carers of children at the school and encourage parental involvement in the school and its activities; 2. To be proactive in identifying needs, and support children and families with information, advice and guidance in parent-craft and children's upbringing; 3. To investigate concerns raised by parents, pupils and teachers; 4. To support inclusive practice, focus work on preventative and early intervention activities, and with vulnerable and 'yet to be reached' children and families; <p>The FSA can help a school to:</p> <ul style="list-style-type: none"> • Work with parents to improve behaviour, support anti-bullying, improve attendance and punctuality, and support exclusion processes • Improve the process of transition from one school to another • Work with parents to enable children to overcome barriers to learning • Increase the number of parents involved in their child's education, both at school and at home • Reduce workload on teachers for pastoral issues • Support SEN Annual Reviews • Build trusted relationships with parents • Help parents become involved with and have a voice in the life of the school • Give parents the confidence to gain the skills necessary to parent positively, through offering signposting to local services, where appropriate, and co-ordinating support packages from other agencies • Be involved in Common Assessment Form (CAF) completion and co-ordinate support to families. <p>It follows that the nature of the work of an FSA is different to that of most other staff in schools:</p> <ul style="list-style-type: none"> • The focus of their work is adults as well as children; • Although most work will be in schools, other contact with parents can be expected in homes or other settings. <p>A full briefing on the role has been circulated to chairs and headteachers.</p> <p>Schools without an FSA will be invited again to appoint to such a post in September 2009.</p>			
ACTION POINTS:	<p>The governing bodies of those schools with an FSA should:</p> <ul style="list-style-type: none"> • review appropriate policies to ensure that they take account of the FSA role; • ensure the role is reflected in the School Development Plan; • discuss the role and ensure that parents are made aware of the advice and guidance now available. 		
DEADLINE FOR ACTION	As policies are reviewed	CONTACT NAME	Graham Symonds Extended Services Co-ordinator
		TELEPHONE	01344 354067
		EMAIL	Graham.symonds@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 13	
TITLE	Family Holidays During term time	
<p>Governors are advised that information is available on the Bracknell Forest website with regard to family holidays during term time.</p> <p>A leaflet on 'Family Holidays during term-time and extended visits overseas' was issued to all schools by the Children, Young People and Families team last Easter.</p> <p>This is a reminder that Governing Bodies should ensure that their policy on term-time holidays is clearly stated, eg in the school prospectus, and parents should be reminded of it from time to time.</p> <p>Guidance and the leaflet may be downloaded from the website by clicking on the following link:-</p> <p>http://www.bracknell-forest.gov.uk/learning/learn-schools/learn-term-dates/learn-family-holidays-during-term-time.htm</p>		
	CONTACT NAME	Governor Services
	TELEPHONE	01344 354066
	EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 14
TITLE	Information from the Department for Children, Schools and Families (DCSF)

Forced marriage awareness raising materials

The DCSF are introducing new awareness raising materials on forced marriage. They strongly encourage schools to use this set of materials to raise awareness of the important child protection issues surrounding forced marriage and to provide information about sources of support. They have been developed specifically for use by schools and young people following full consultation and are eye-catching and appealing to young people, with content appropriate to them.

The package of materials is being sent to all **secondary** schools in England, as well as to Local Safeguarding Children Boards and local authority Directors of Children's Services. They are also available to download on the Every Child Matters website www.everychildmatters.gov.uk/socialcare/safeguarding/forcedmarriage .

Further information and guidance is also available on the above website.

Education and Skills Bill

This Bill is still progressing through Parliament. It includes the raising of the school leaving age, so should be one to keep an eye on. For details, including the debates concerning the Bill, go to

<http://services.parliament.uk/bills/2007-08/educationandskills.htm>

CONTACT NAME	Governor Services
TELEPHONE	01344 354066
EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 15
TITLE	Publications

BFG Issue No 31

The new look Autumn issue of the BFG will be published shortly. In future sufficient copies of the newsletter will be sent to schools for all governors, clerks and associate members via the courier service. Clerks are requested to distribute the copies.

We are always happy to receive comments and contributions and photographs for the newsletter that may be of interest to governors. Photographs of school activities involving governors are actively sought. Clerks are also encouraged to submit tips and other items of interest for the clerks' page.

Advisory Centre for Education (ACE) Governors' guide to exclusion from school

One of the most complex and difficult tasks for governors is to hear exclusion cases. Not only do these require knowledge of the law and ever-changing guidance on this subject, but they often involve strong feelings from all parties.

This handy booklet has been revised to take into account new guidance, regulations and legal cases. Its detailed step-by-step advice on the legal and other factors which governors should consider at exclusion hearings will help give governors the confidence to undertake this difficult role.

Copies have been purchased by Governor Services and will be sent to all Governing Bodies via the Clerk.

Additional copies may be purchased from ACE at £3.99 per copy.

www.ace-ed.org.uk

CONTACT NAME	Jackie Mulvey Governor Services Officer
TELEPHONE	01344 354071
EMAIL	Jackie.mulvey@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 16
TITLE	LEA Governor Appointments

Set out below is a list of vacancies for Local Education Authority appointed governors, to be appointed at the next meeting of the Education Governor Appointment Committee on 13 October 2008.

The deadline for receipt of nominations to fill the above vacancies is **9.00am on Thursday 25 September 2008.**

Ascot Heath Infant One vacancy	End of term of office of Mr C Smith on 7 November 2008.
Birch Hill Primary One vacancy	Not appointed to at the last meeting.
College Town Infant One vacancy	Not appointed to at the last meeting.
College Town Junior One vacancy	On the resignation of Mr M Brossard in August 2008.
Crown Wood Primary One vacancy	Not appointed to at the last meeting.
Fox Hill Primary One vacancy	End of term of office of Mrs M Beadsley on 7 November 2008.
Great Hollands Primary One vacancy	Not appointed to at the last meeting.
Holly Spring Junior One vacancy	On the resignation of Ms K Bishop in June 2008.
Kennel Lane Special One vacancy	Not appointed to at the last meeting.
Owlsmoor Primary Two vacancies	One on the resignation of Mr K Lenk in May 2008 and one on the resignation of Mr D Worrall in June 2008.
Sandhurst One vacancy	Arising on the resignation of Mr N Poole in July 2008.
Wildridings Primary One vacancy	Not appointed to at the last meeting.
Wooden Hill Primary Two vacancies	End of term of office of Mrs M Andrews and Mrs P Ridgeway on 7 November 2008.

The above list is sent out to all Councillors and Town and Parish Councils and will from this term be copied to all Headteachers and Clerks to Governing Bodies as well as appearing in Clerks briefing papers so that the list of vacancies is distributed widely.

The period between the deadline and the appointments meeting has been extended to allow time for the schedule of appointments and list of nominees to be emailed to Clerks and Headteachers so that schools are aware of anyone nominated for their vacancy.

LEA governors are appointed by the BFC Appointments Committee which usually meets three times per year. As the meetings are infrequent it is important to look ahead at potential vacancies. The committee will consider any nomination supported by the school alongside any other nominations which may have been received.

Prospective governors must complete the correct LEA governor nomination form and return it by the deadline Existing LEA governors are contacted by Democratic Services approximately 6 weeks before the closing date asking them if they wish to stand again, and enclosing a nomination form.

Clerks are contacted for further information regarding the contribution that the individual has made to the governing body, to assist the committee in reaching their decision. Specifically:

- (i) the number of meetings of the governing body that

(a) could have been attended (b) were actually attended

(ii) details of any committees or sub committees to which the governor is appointed; and

(iii) any other information of the governor's contribution to the proceedings of the governing body that you think the Committee may find helpful in reviewing the appointment.

It is very important that this information is provided in good time, and it is something that you will almost certainly need to discuss with your Chair.

If you know that the governor will not be seeking re-appointment for a further term of office there would be no need for you to send the information requested, but you should in all cases reply to Democratic Services. Governing bodies may know of other individuals who may be willing to be nominated and considered by the committee. It would be helpful if clerks could send nominations in as soon as they are available and not wait until the deadline.

NOTE: The governing body has responsibility to determine, when making an appointment, that the person is eligible in accordance with the School Governance Constitution (England) Regulations.

There have been cases recently where governing bodies have appointed Borough Councillors as Community Governors. This does not comply with the regulations. The GTTL chapter 2 provides details and clerks may be called upon to advise.

CONTACT NAME	Sue Hills Democratic Services Officer
TELEPHONE	01344 352060
EMAIL	Sue.hills@bracknell.forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 17		
TITLE	Governing Body Minutes and related papers		
<p>Clerks to Governing Bodies should ensure that a copy of all full governing body minutes including Part II minutes and all committee minutes are sent to Governor Services following each meeting.</p> <p>We do not necessarily require a signed copy but a copy of the 'draft' agreed by the chairman. Please ensure that the name of the school is on all minutes and that they are dated, including the year.</p> <p>Paper copies may be sent but if possible please send electronically to governors.helpdesk@bracknell-forest.gov.uk.</p> <p>Agendas, Terms of Reference and other attachments are not required.</p> <p>Please be aware that Governor Services only retains copies of school governing body minutes for approximately three years. However, it is the responsibility of the clerk to ensure that minutes are retained in school in accordance with legal requirements. Financial documents should be retained for a period of 7 years. It is recommended that Governing Body minutes be retained for 5 years. Before disposing of governing body records please consider depositing copies (in hardcopy or electronically) with the Berkshire Records Office.</p> <p>The minutes received by the LA are mainly for the information of the School Adviser. However, on occasions minutes are requested by other departments such as Corporate Services, Finance or Legal. They are also scanned by a member of the governor services team for procedural matters. Governor Services do not rely on the minutes to inform on changes to the governing body. These should be sent to Governor Services on the appropriate change of membership form.</p> <p>In addition, a copy of the signed minutes of the meeting at which the school budget is agreed should be forwarded to Education Finance (see item 5e).</p> <p>Just a reminder that all papers accompanying the agenda or those issued during a GB meeting which are referred to in the minutes, form part of the official record of the GB and are in the public domain unless they are specifically identified as confidential. This would include the Headteacher's report .</p>			
ACTION POINTS:	<ul style="list-style-type: none"> • Minutes are sent to Governor Services as appropriate and immediately following each meeting • Signed minutes are retained at the school as appropriate • Changes to membership are sent to Governor Services on the appropriate form 		
DEADLINE FOR ACTION	Ongoing	CONTACT NAME	Ros Day Governor Services
		TELEPHONE	01344 354069
		EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 18	
TITLE	DIY Guides	
<p>There is a section on the Governors website called DIY guides. These are a series of short articles or factsheets on a variety of topics related to school governance. From time to time new guides are added and we endeavour to regularly review and revise the guides that are there already.</p> <p>www.bracknell-forest.gov.uk Follow links to Learning / schools / governors and DIY guides (under internal links)</p> <p>Recent changes include:</p> <p>The role of the Child Protection Governor – new</p> <p>What are Terms of Reference? – new</p> <p>Why have Committees? – revised</p>		
	CONTACT NAME	Governor Services
	TELEPHONE	01344 354066/354071
	EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 19
TITLE	List of Clerks to Governors

School:	School Tel No.	Clerk:		
Ascot Heath CE Junior School	01344 883353	Mrs	Anne	Kirkby
Ascot Heath Infant School	01344 882631	Mrs	Gill	McGlashan
Binfield CE Primary School	01344 860106	Mrs	Joanne	Hankin
Birch Hill Primary School	01344 455815	Mrs	Lynn	Covell
Broadmoor Primary School	01344 772034	Mrs	Carole	Hickman
College Town Infant and Nursery School	01276 31933	Ms	Louise	Kinsella
College Town Junior School	01276 35292	Mrs	Lucy	Liney
Cranbourne Primary School	01344 882350	Mrs	Lata	Butler
Crown Wood Primary School	01344 485448	Mrs	Paula	Winter
Crowthorne CE Primary School	01344 772089	Mrs	Mary	Jenkinson
Easthampstead Park School	01344 304567	Mrs	Penny	Thompson
Edgbarrow School	01344 772658	Mrs	Judith	Moore
Fox Hill Primary School	01344 421809	TBA		
Garth Hill College	01344 421122	Mrs	Sandra	Wilson
Great Hollands Primary School	01344 424911	Mrs	Jacinda	Revill
Harmans Water Primary School	01344 422196	Mrs	Michelle	Jones
Holly Spring Infant and Nursery School	01344 483920	Mrs	Linda	Berry
Holly Spring Junior School	01344 422367	Mrs	Janette	Galvin
Kennel Lane School	01344 483872	TBA		
Meadow Vale Primary School	01344 421046	Mrs	Hayley	Chapple
New Scotland Hill Primary School	01344 772184	Mrs	Jenny	Tucker
Owlsmoor Primary School	01344 776642	Mrs	Carol	Ward
Ranelagh School	01344 421233	Mrs	Anne	Taylor
Sandhurst School	01344 775678	Miss	Claire	Read
Sandy Lane Primary School	01344 423896	Mrs	Nicola	Pheasey
St Joseph's Catholic Primary School	01344 425246	Mrs	Adele	Valentin
St Margaret Clitherow Catholic Primary School	01344 424030	Mr	Kingsley	Vethakan
St Michael's CE Primary School (Sandhurst)	01252 873360	Mrs	Alison	Martin
St Michael's Easthampstead CE VA Primary	01344 420878	Mrs	Joanna	Hollis
The Brakenhale School	01344 423041	TBC		
The Pines School	01344 426413	Mrs	Sarah	Lynch
Uplands Primary School	01252 873069	Mrs	Lana	Greenfield
Warfield CE Primary School	01344 862074	Mrs	Laura	Lloyd-Jenkins
Whitegrove Primary School	01344 861020	Mrs	Susan	Bushill
Wildridings Primary School	01344 425483	Mrs	Elaine	Morgan
Winkfield St Mary's CE Primary School	01344 882422	Mrs	Jackie	Mulvey
Wooden Hill Primary and Nursery School	01344 421117		Jennifer	Surrey

CLERKS' BRIEFING SUMMER TERM 2008	ITEM NO. 20
TITLE	Review List of actions from Summer Term 2008
<p>The following list can be used to check that certain actions have been carried out and completed.</p> <ul style="list-style-type: none"> • Budget plans for 2008 should have been agreed and sent to SC&L Finance Team by 31 May. • Best Value statement should also have been returned by 31 May. • A copy of the minutes from the full governing body meeting approving the plan are to be sent to SC7L Finance once agreed, and no later than 31 December 2008. • Safer Workforce training – ensure Headteacher and one nominated governor either completes the online training or attends the training session and encourage all governors to attend general session. <p><i>The list is not fully comprehensive and reference should be made to previous briefing papers</i></p>	

CONTACT NAME	Governor Services
TELEPHONE	01344 354066
EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2008	ITEM NO. 21
TITLE	Discussion Topic
<p>At the clerks briefing in the Summer Term the discussion topic centred on the induction of new governors.</p> <p>From the responses it appears that most clerks play an important role in providing new governors with information about their school.</p> <p>We provide a list of suggested items that the clerk should give to new governors on appointment and those of you who use it find it useful. Some of you didn't know about it. It is provided as part of the new clerk's induction pack but is also available on the Governors' website under "Clerking information".</p> <p>We asked whether your governing body has a mentoring system in place and about one third of you have. This is not a clerk's responsibility but it may be something that you could suggest to your Chair when you next have a new governor. This can involve just asking an existing governor to go through with the new governor, the induction materials received from the LA and the clerk. The same person could act as a mentor just by being on the end of a phone or sitting next to the new governor in meetings. The new governor can take advantage of the mentor as much or as little as they want to.</p> <p>Possible future topics for discussion included:</p> <ul style="list-style-type: none"> - Dealing with information from clerks' briefings - Governor elections - Confidentiality <p>This meeting we are going to give you the opportunity to discuss governor elections.</p> <p>What would you like to discuss at the next meeting?</p>	

CONTACT NAME	Jackie Mulvey Governor Services Officer
TELEPHONE	01344 354071
EMAIL	Jackie.mulvey@bracknell-forest.gov.uk

Appendix A

Governor and Clerk Development Opportunities – Autumn Term 2008

Session	Target Audience	Benefits of attendance	Individual to attend
Clerks' Briefing Tuesday 16 Sept 13:00 - 14:30	Clerks or their representative (it is important that all schools are represented)	An opportunity to meet with the Governor Services team and receive guidance on the issues which will form the agenda for governing body meetings for the coming term Meet other clerks Ask any questions and receive support from the team	
Chairs Briefing Thursday 18 Sept 19:30 - 21:00	Chairs or their representative (it is important that all schools are represented)	This meeting enables chairs the opportunity to meet with Cllr Alan Kendall, Executive Member for Education and Libraries and Lesley Heale, Director of Social Care and Learning. Presentations by senior officers of the LA on current issues Meet other chairs	
Performance Management – Governor Reviewers of the Headteacher Performance Management Wednesday 24 Sept 19:00 – 21:00 OR Wednesday 5 Nov 9:30 – 11:30	All governors involved in the headteacher's performance review	To obtain an overview of the new Performance Management regulations. Feel confident in your role in the Headteacher Performance Management Review and Planning meeting and in-year monitoring. Meet with Roger Theobald, Senior Adviser, and have the opportunity to ask questions.	
Induction for New Governors Wednesday 1 Oct & 15 Oct 09:30 – 12 noon OR Thursday 27 Nov & 11 Dec 19:00 – 21:30	All governors should attend this course, ideally within six months of appointment or election. Clerks will also find this session useful and are encouraged to attend	An introduction to the role and work of school governing bodies Feedback tells us that governors who attend this training gain a better understanding of their role and can therefore benefit their governing body by being more effective at an earlier stage in their term of office Meet other new governors in an informal setting	
Briefing – School Admissions Process Thursday 16 Oct	Primary School Governors	To inform governors about the procedure relating to the consultation on admission arrangements and to give an insight into the admissions process.	

19:00 – 21:00		Opportunity for questions.	
Link Governor Meeting Tuesday 21 Oct 19:30 – 21:00	For link governors or their representatives (it is important that all schools are represented)	An opportunity to meet with Dan Archer, Principal Adviser. Networking opportunities Discuss current and future training needs of your governing body Input into the discussion topic for that term's meeting	
Minute Taking Thursday 23 Oct 17:00 – 19:00	Any governors who minute committee meetings and also for clerks who feel that they would like to improve their skills.	To examine the structure of governors' meetings, how minutes should be taken and what they should include. The importance of evidence and how the minutes reflect governors carrying out their role effectively. Look at a practical activity of taking minutes and then analyse an example.	
Emergency Planning & Business Continuity Training for Schools Tuesday 11 Nov 19:00 – 21:00	All governors	To assist schools in developing their own School Emergency and Business Continuity Plan.	
Chair and Vice Chairs' Forum Thursday 13 Nov 19:00 – 21:00	Chairs & Vice Chairs	An informal opportunity to network and discuss current issues facing governing bodies with Dan Archer, Principal Adviser. Participants will have the opportunity to state their preferences for which topics will be given greater emphasis on the evening	
Recruiting Safely and Fairly Wednesday 19 Nov 19:00 - 21:00	A general session for all governors	To provide those involved in making recruitment decisions with an understanding of the relevant legislation and safeguarding guidance to enable them to carry out this role effectively	
Introduction to Education Finance Tuesday 25 Nov 18:00 – 19:30	Governors who have attended the induction training and those on the Finance Committee	Receive an outline guide on school finances Be aware of your responsibilities as a governor	