

Clerk to Governor's newsletter

Autumn 2011 – Issue 25



Training for new Clerk to Governors

Are you a new Clerk and would like training on the role of Clerk to Governors?

If so, please telephone 01629 535769 for more information.

Schools Financial Value Standard (SFVS)

The DfE has launched the new Schools Financial Value Standard (SFVS). The Standard is available to schools to use from September 2011.

SFVS replaces the Financial Management Standard in Schools (FMSIS), which was withdrawn by the Secretary of State with effect from 15 November 2010. The SFVS has been designed in conjunction with schools to assist them in managing their finances and to give assurance that they have secure financial management in place. Governing bodies have formal responsibility for the financial management of their school, and so the standard is primarily aimed at governors.

Governor Finance training will incorporate a section on SFVS from April 2012.

The Role of a Clerk:

The clerk to the governing body is employed by, and answerable to, the governing body. Clerks fulfil a vital role for the governing body and their effectiveness will impact on that of the whole governing body.

The key responsibilities of clerks are:

- to take the lead in convening meetings
- to produce high quality paperwork to agreed timescales
- to be responsible for preparing, circulating and storing governing body paperwork
- to advise the governing body on procedural, legal and other matters
- to keep accurate records on governing body membership and to help to ensure vacancies are filled promptly

Clerks are the first point of contact for the governing body.

Things to do in Spring Terms 3 & 4

(www.education.gov.uk)

Key tasks

- Agree curriculum plans for 2012/13
- Review school improvement plan progress
- Review equal opportunities policy

Statutory tasks

- Review pay policy
- Agree budget and staffing structure
- Agree school prospectus
- Publish proposals and admission arrangements for the following autumn (*foundation/VA Schools only*)
- Review special educational needs & disabilities policy

Useful Links

www.derbyshire.gov.uk/infoforschools - a dedicated section on the main Derbyshire County Council website for schools.

www.dsga.org.uk – Derbyshire School Governors Association is run by Derbyshire governors for Derbyshire governors.

www.derbyshireparentpartnership.co.uk – Free, confidential, impartial help, advice and support for parents and carers of children and young people in Derby and Derbyshire.

www.governorline.info – Free, confidential advice, information and support to School governors, clerks and individuals involved directly in the governance of maintained schools in England.

<http://www.governors.uk.com/manual.html> - A Manual for Governing Bodies and their Clerks

The Education Bill

The Education Act received Royal Assent on 15 November 2011. Details on the implications of the new Act will be provided in the New year.

Guide to the Law for School Governors

Work has begun on updating this publication and will be available next year, online at:
www.education.gov.uk

The Governor Support Team
Wish you all a Merry
Christmas and Happy New
Year

Spring 2012 Training Programme – Mini Guide

Date	Training Course	Area/Venue
03.03.12	New Governors	County Hall, Matlock
06.03.12	School Finance	Parkside Community School
06.03.03	Special Educational Needs	Brimington Junior School
06.03.12	New Chair/Vice Chair	Glossop Area
07.03.12	New Chair/Vice Chair	Parkside Community School
10.03.12	New Governors	The Old Post Centre, Swadlincote
13.03.12	Experienced Chair/Vice Chair	Glossop Area
14.03.12	School Finance	Ripley Junior School
15.03.12	Experienced Chair/Vice Chair	Parkside Community School
22.03.12	School Finance	Eureka Primary School
24.03.12	New Governors	Bolsover Area

Please advise your governing body that full details are available at:
<http://www.derbyshire.gov.uk/infoforschools>

Governor Support Helpline: 01629 535769