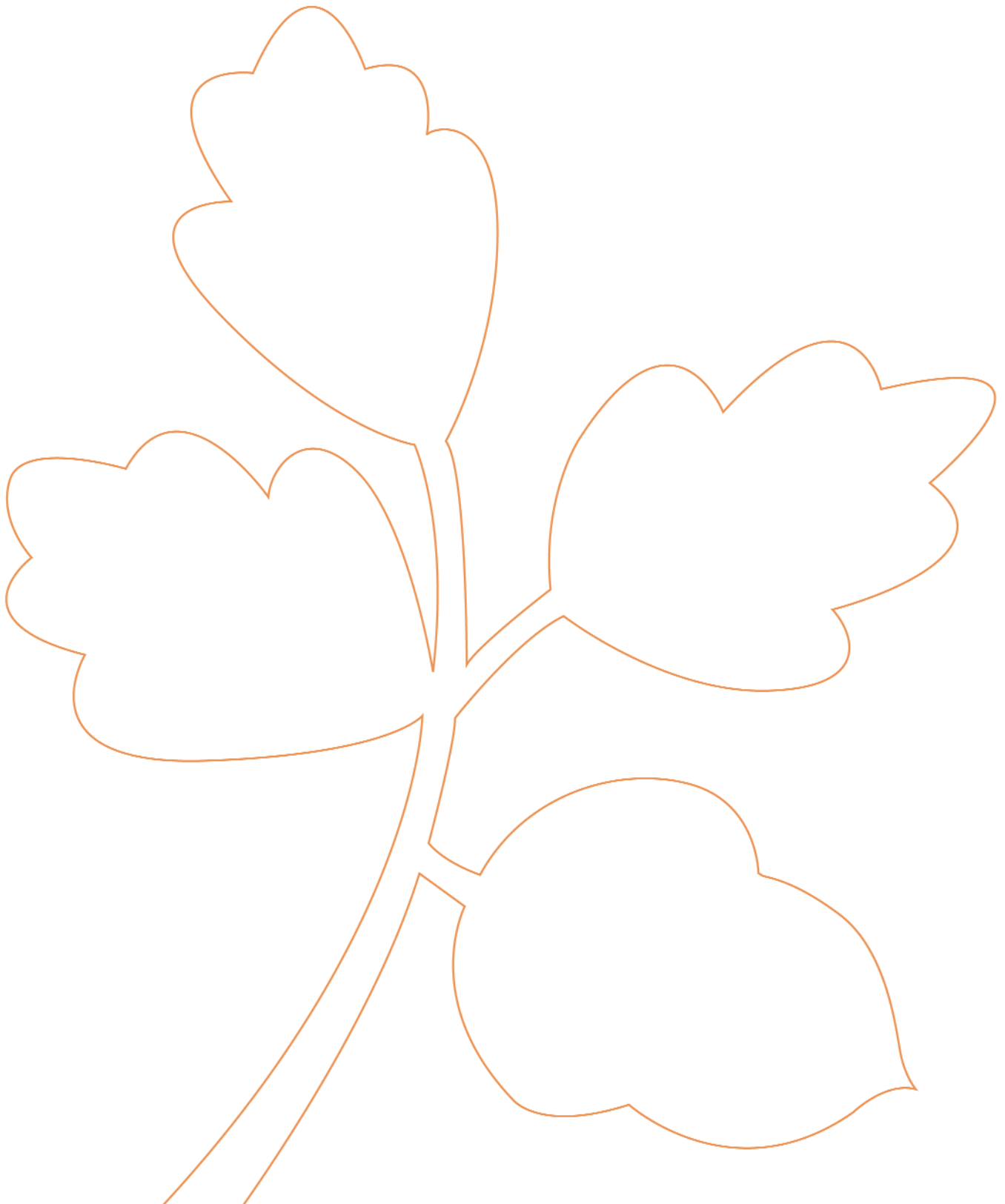




Nottinghamshire  
County Council

# Governor Training and Development Prospectus 2009







The governor services teams at Home Brewery Building and Meadow House are available between meetings to give advice and guidance to governors. They work with the chair of governors and headteacher to produce the agenda, ensure that papers are dispatched to governors at least seven days before the meeting and work with the clerk to produce accurate, agreed minutes within the service timelines of within 25 working days of the meeting.

Package A will provide a named clerk who will attend three full governing body meetings per year. Cover will be provided by another, fully trained, clerk if your named clerk is unable to attend.

## **Package B: professional support**

If your governing body chooses to employ its own clerk, governor services can provide professional support to your clerk. This includes a termly briefing led by governor services officers and telephone/written advice throughout the year. An optional welcome and induction pack for new governors is also offered.

### **Cost**

<b>School type</b>	<b>Package A</b>	<b>Package B</b>	<b>Package C</b>
Primary	£1356	£531	£1235
Special	£1356	£531	£1235
Secondary	£1682	£531	£1583

**Package C: the governing body purchases Package A but provides its own minute taker.**

## **Ad Hoc services**

Governor services can provide additional support to assist governing bodies in carrying out their duties. These can be purchased as and when required. Please contact your area base to discuss your requirements.

## **Special meetings**

Governing bodies may need to hold special meetings from time to time. All additional meetings of the full governing body should be called by governor services acting as your clerk between regular meetings. A clerk can be provided to give advice and guidance and take the minutes, a minuting secretary can go along and take minutes or the governing body can provide its own minute taker. If the clerk or minuting secretary takes the minutes, these will be sent to the chair for checking within five working days of the meeting and sent to all governors with the papers for the next full governing body meeting.

## **Clerk to pupil discipline committee**

### **Part A**

A trained clerk to discipline committee will attend the exclusion meeting and give advice and guidance on the legal framework and procedures to the members of the discipline committee. The clerk will send follow up correspondence and provide one set of minutes returned to the chair within five working days.

### **Part B**

If required the clerk can prepare the governors' appeal statement if necessary and attend the independent appeal panel meeting.





















## Developments in Children and Young People's Services

An annual programme of briefing and discussion sessions based on current developments provided jointly by NAGs and the Local Authority. These sessions are for all headteachers and governors from across Nottinghamshire.

The sessions will be convened and chaired by a member of the NAGs executive and led by key staff from Nottinghamshire County Council. The content of the sessions will be agreed and planned in advance at the joint NAGs and Local Authority liaison meetings.

Administrative support and hospitality will be provided by governor services. Governors will be notified of the dates, times and venues by post during the term.

### Aims and objectives:

- to enable governing bodies to keep abreast of the current developments in education as they impact on Nottinghamshire schools
- to enable governors to discuss the implications of any developments
- to enable governors to share ideas and work together where appropriate

## Every Child Matters - planning for implementation on request

### Aims and objectives:

- to help governors to view as a whole the challenges and opportunities of the 'Every Child Matters' agenda including, the new Ofsted framework and elements of monitoring, evaluation and review

The session will consider the inter-relationships between:

- 'Every Child Matters' outcomes
- monitoring, evaluation and review (briefly)
- the Ofsted framework
- school improvement/development planning

## Exclusions on request

### Aims and objectives:

- to provide governors with legislative framework and an understanding of the governing body's role in exclusions of both a temporary and a permanent nature

### Intended for:

- all governors but especially members of the pupil and personnel and discipline committee

## Introduction to Extended Services on request

### Aims and objectives:

- to consider how the extended school strategy relates to the core purpose and key roles of governing bodies
- to share information about each school's key priorities and the future needs of the local schools community
- to identify what action should be taken to work towards agreed developments

### Intended for:

- governing bodies of schools who wish to explore collaborative developments

## Finance for Governors on request

### Aims and objectives:

- to provide an understanding of financial roles and responsibilities
- to provide an understanding of where school funding comes from and how it is managed on both an annual and multi year basis
- to provide an overview of best practice for the effective management of school resources
- to enable the role of the governor to be effective in strategic planning

### Intended for:

- any governor wishing to increase their knowledge in the area of school finance

This course is suitable for new and established governors.



























#### Contacting us

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