

Newsletter for Clerks

For School Clerks and Governance Professionals | Edition 1 | June 2024

DfE Governance Guides 2024

In March 2024, the DfE published new guidance to replace The Governance Handbook. The new guidance has been split between maintained schools and Academy Trusts, see direct links below:

[Maintained schools governance guide \(MSGG\)](#)

[Academy trust governance guide \(ATGG\)](#)

This is non-statutory guidance aimed at guiding strategic leadership and the governance of maintained schools and academy trusts and providing essential information on the roles and legal responsibilities of a Governance Board.



Take Action! Familiarise yourself with the updated guides and consider any impact for your Board - noting these now include information on statutory policies for schools.

KCSIE 2024



Keeping Children Safe in Education 2024 has now been released for information pending publication of the final, statutory version effective from 1st September 2024.

[Keeping Children Safe in Education 2024](#)



Take Action! Circulate this link to your Board for them to read over the summer in preparation for 2024-25 safeguarding confirmations.

Keeping children safe in education 2024

Statutory guidance for schools and colleges

Spotlight on..... Safeguarding

- All governors are required by law to have an enhanced DBS and section 128 check
- Have all governors confirmed they have read and understood KSCIE 2023?
- Safeguarding training must be included as part of new governors' induction and updated regularly
- Do you have a safeguarding governor role?
- Strategic level – how appropriate and effective are safeguarding measures put in place?
 - How is this evidenced?



Creating an Annual Governance Business Planner

The Clerk will usually have a role in setting meeting agendas; whether it is to provide a template or draft agenda for the Chair and Senior Leader to review and add to or to check the final agenda before circulation with the meeting pack. It is also useful for the Clerk to have a role in setting the annual governance business planner. This is a document which can be built upon from agreeing meeting dates and key agenda items to deciding when monitoring and reporting will take place and policies approved.

Suggested key agenda items:

<p>Autumn 1 (September / October)</p> <p>Annual statutory requirements Code of Conduct and Terms of Reference Agree Link Governor roles Agree Annual monitoring cycle Audit preparation (<i>Academy Trusts only</i>)</p>	<p>Autumn 2 (November / December)</p> <p>Governor training and succession planning Website review Senior Leadership performance management Ethos and values Final accounts submission (<i>Academy Trusts only</i>) Pupil premium statement</p>
<p>Spring 1 (January / February) and Spring 2 (March / April)</p> <p>Admissions arrangements Autumn term census data Senior Leadership mid-year Performance Management Spring term census data School Financial Values Standard (SFVS) (<i>maintained</i>) and SRMSAT (<i>Academy Trusts</i>) Safeguarding Audit</p>	<p>Summer 1 (May / June) and Summer 2 (July)</p> <p>Next year's budget + 3 year budget forecast Parent / staff / pupil survey Summer term census data Annual Governance Report Governance self evaluation, skills audit and succession planning</p>

Spotlight on..... Online Compliance

Is your website up to date with your Board's latest governance information?

Find out what maintained schools must publish online [here](#) and academies, free schools and colleges must publish [here](#).



Meeting Preparation

- Prepare and send draft agenda to Chair / Senior Leader and give expected deadline for papers
- Double check venue booking / virtual link
- Check for any external bodies needing to be invited to the meeting (for example subject leads)
- Check and update actions from previous meeting
- Save agenda and itemised papers to central meeting folder
- Circulate papers to governors / trustees or upload to an online governance platform
- Check if any accessibility requirements
- Check for any apologies and inform the Chair
- Check for any papers to be tabled at the meeting
- Prepare final minutes from the previous meeting for signature (pending approval)
- Prepare minutes template mirroring agenda
- Check for any items of AOB

Running Governance Elections

Staff and parent governors are elected to the governing board or trust board by the staff or parent body (respectively) by way of a nomination and vote. Maintained schools are required to have a minimum of two parent governors and one staff governor (not to exceed one third) on a governing body. Academy trusts must refer to their articles of association, noting there is no statutory requirement for academy trusts to elect or appoint staff or parents.

Staff and parents are permitted to nominate themselves for the role of governor / trustee (if applicable) or they can be nominated by another member of staff or parent. It is important that the governing board ensures the nominated and voting staff or parents understand that the staff or parent's role is not to represent individual views or to report back directly to the appointing body.

The Role of the Clerk:

- giving notice to the current staff or parent governor / trustee
- drafting a governor vacancy letter
- drafting a governor election and notice of ballot letter
- drafting a notification of election and unsuccessful letter
- ensuring all paperwork and the election process is up to date and accessible

Spotlight on..... Confidential minutes

Minutes are deemed confidential if:

- Names of staff or pupils are included
- Staff pay or conditions are discussed
- A specific person could be identified from the recorded discussion
- The Governing Body specifically identifies an item or discussion which is deemed confidential



Preparing for 2024-25

Here are some suggested tasks for the summer (see checklist at the end of your planner):

- Check and update all meeting actions
- File final signed minutes (NB: AGM (*Academy Trusts only*) and summer term minutes in draft)
- Ensure confidential minutes are filed securely
- Ensure all non-confidential minutes have been sent to key stakeholders (for example the Local Authority (*Maintained Schools*), Diocese or Central MAT (*Academy Trusts only*))
- Draft meeting dates and key agenda items for 2024-25
- Ensure your Register of Governance and website are up to date
- Check for any Terms of Office coming to an end at the start of the new academic year
- Ensure meeting attendance for the last 12 months is up to date
- Check for any statutory updates, including the Academy Trust handbook (*Academy Trusts only*)
- Ensure GIAS and Companies House (*Academy Trusts only*) are up to date

Upcoming Training

24 October 2024	09.30-11.00 & 13.00-14.30	Training for New Clerks (2 parts)
12 November 2024	09.30-11.30	The Established Clerk
19 November 2024	09.30-11.30	Head, Chair & Clerk

Find out more [here](#)



Schoolsnet

Find out more information on Schoolsnet [here](#) including Governor training courses, documents, forms and policies, previous editions of What's Up Gov, Headteacher recruitment, Clerk's Corner (previous Clerks' Briefings and job description) and Governor Welcome Pack.



Governor Services Helpline

Email : governor.services@gloucestershire.gov.uk

Telephone : 01452 427802



Please include the name of your school when contacting Governor Services and use your Clerk@ email address