



Diocese of Norwich
Education and
Academies Trust

DNEAT GOVERNANCE SUPPORT

2016-2017

DNEAT GOVERNANCE SUPPORT

DNEAT Local Governing Bodies are supported by the DNEAT Governor Support Manager whose role is to manage, co-ordinate and quality assure support and training for Governors and clerks within DNEAT academies.

The Governor Support Manager:

- Acts as the first point of contact for governors, clerks and headteachers seeking advice or support
- Schedules and administers training courses and briefing sessions
- Provides training and support for clerks with regard to DNEAT procedures
- Assists with the process to recruit and appoint new governors and ensures correct procedures are followed
- Provides structured ways of working and templates for consistency across all LGBs in line with DNEAT requirements.
- Ensures clerking services and governor training in DNEAT academies are delivered in line with DNEAT guidelines and expectations and are quality assured
- Carries out Quality Assurance visits to Local Governing Body meetings on behalf of the Trustees
- Acts as a liaison point and facilitator for all DNEAT Local Governing Bodies
- Liaises with other organisations outside of DNEAT with regard to governance

CLERKING SERVICE

Each Local Governing Body is responsible for sourcing and paying for a professional clerking service.

The DNEAT Governance Manager must be informed of changes to clerking arrangements as the appointment of the clerk must be approved by the Trustees.

DNEAT expects that all meetings of the Local Governing Body (full and committee) will be professionally clerked. The Academy can either choose to employ their own clerk or can contract with Educator Solutions to provide a tailored professional clerking service (see overleaf for further information).

The expectation of DNEAT clerks is that they will:

- Attend regular training and update briefings provided by DNEAT and Educator Solutions including the dissemination of the Trust's requirements and other key messages.
- Either have successfully completed the National Accredited Clerks Programme or National Clerks Development Programme, or be undertaking the training
- Consistently work to a high standard of presentation
- Deliver good quality minutes in a timely manner
- Offer professional legal guidance in line with the MAT requirements

Clerk Induction Training

The DNEAT Governance Manager can provide induction training for clerks new to DNEAT to ensure clerks are aware of DNEAT governance procedures, requirements and resources.

Clerking of pupil exclusion, complaints or staff disciplinary/grievance panels

The cost of clerking for panels is included in the core central contribution charge made from all primary academies.

Arrangements for a specialist clerk to attend the hearing/panel can be made by contacting Jill Wakefield, Governance Manager jill.wakefield@dneat.org or telephone 01603 881722.

Educator Solutions Clerking Service Support Packages - Terms and Conditions 2016-2017

The Clerking Service will:

- provide a clerk for the number of full governing board meetings and committee meetings purchased
- provide training and professional advice for the clerk
- provide, wherever possible, cover in the event that the clerk is unable to attend a meeting
- provide an alternative clerk in the event that the clerk is unable to continue their duties
- liaise with the school, chair of governors, and clerk on any changes to the arrangement
- provide the administrative and payroll functions relating to the recruitment, performance management and employment of the clerk
- provide the clerk with access to reference material

The clerk will:

- attend an hour courtesy meeting with the chair and Headteacher when newly appointed to a school purchasing a package of meetings
- attend the number of full governing board and committee meetings purchased.
- prepare agendas in consultation with the chair and headteacher as appropriate
- collate any supporting papers, generated by the school for governing board meetings, and update the GovernorHub with the required documentation.
- distribute / update GovernorHub with the agenda, and supporting papers, to reach members of the governing board at least 7 days before the meeting
- attend the meetings of the governing board and take accurate notes
- produce effective and accurate minutes
- produce, get approval for, and distribute minutes electronically
- plan dates for governing board meetings throughout the year in collaboration with the governing board / chair and Headteacher
- provide guidance and advice on procedural, constitutional and legal matters and ensure meetings are conducted within the appropriate legal framework
- maintain membership records on individual governors' attendance and terms of office and ensure Governorhub is duly updated
- maintain records of committee membership and their terms of reference whilst ensuring Governorhub is updated
- maintain records of pecuniary & business interests within the governing board
- respect the confidentiality of governing board proceedings
- agree administrative procedures with the school and governors
- attend Clerking Service training/briefing sessions

The academy and local governing body will:

- agree with the clerk a suitable time for contact by telephone and respect evenings and weekends
- agree and implement administrative procedures with the clerk
- ensure the frequency and duration of meetings are appropriate.
- follow protocol and involve the correct people when finalising the published minutes and agreeing any subsequent amendments.
- ensure that the clerk is not asked to assume duties outside the agreement, without mutual consent and involvement of the Clerking Service

- be responsible for producing sufficient paper copies of any supporting papers for collation with the agenda and provide an electronic copy to the clerk for placement on GovernorHub*
- provide stationery to the clerk as required
- provide photo-copying facilities
- provide postage facilities and meet postage costs
- provide storage for governing board papers
- ensure that meetings are held at mutually convenient times
- provide details of governors
- if necessary, provide word processing facilities

*NB - Clerks are unable to photocopy school policy documents and other reports, which are agenda items at governing board meetings. These need to be provided to the clerks, at least 14 days before the meeting, for collation with the agenda.

Please note as the Clerk is employed by the Educator Solutions Clerking Service they are unable to accept any extra clerking duties for the school on a private basis. Requests for additional work should be discussed with the Clerking Service and arrangements agreed.

Educator Solutions Clerking Service 2016-2017 Support Package Costs

Full Governing Board Meetings taking up to 2 hours*

6 per year (April – March)	(2 per term)	£1150
3 per year (April – March)	(1 per term)	£600
An individual meeting		£200

**For any meeting exceeding 2 hours the pro rata rate is £100 per hour*

Committee meetings up to 2 hours* including cluster meetings

6 meetings	£850
3 meetings	£450
Any individual meeting	£150

**For any meeting exceeding 2 hours the pro rata rate is £75 per hour*

Cancellation Policy

In the event of an early termination of the subscription by the school, the Clerking Service will refund a pro-rata amount reflecting the unused meetings, minus £25 per hour in respect of any introductory meeting plus an administration fee of £20.

In the event of a meeting not taking place, including not quorate, or being cancelled within 30 days of the meeting date, the Clerking Service will charge for any reasonable costs and expenses incurred plus an administration fee of £20.

Contact Information

Telephone: 01603 303361 Email: clerkingservice@norfolk.gov.uk

GOVERNANCE TRAINING

The cost of all the training courses provided by DNEAT or Educator Solutions is included in the core central contribution charge made from all academies.

“High-quality training for all governors, but particularly the chair and vice-chair, is vital to the success of our schools. I have, therefore, asked Her Majesty’s Inspectors, when they make a judgement on governance, to focus particularly on training and the arrangements schools are making to source expertise in this vital work.”

“When leadership and management of a school are judged to be ineffective, entrenched weak governance is invariably one of the underlying reasons. Time and again in these cases, inspectors come across the same type of issues:

- *Governors who lack the professional knowledge or educational background to sufficiently challenge senior leaders*
- *Governors who have not received the regular, high-quality training to enable them to do their job effectively ...”*
-

HMCI’s Monthly Commentary – 19 November 2015 – Sir Michael Wilshaw

1. All governors are requested to attend the Educator Solutions Governance Now course within 3 months of being appointed.
2. All Trust Appointed governors have an initial face to face meeting with a DNEAT Officer prior to appointment when DNEAT’s expectations and framework for governance are explained.
3. All LGBs should designate one governor (Vice-Chair is suggested) to have particular responsibility for ensuring that new and existing governors develop their skills to make an active and valuable contribution to the work of the LGB. It is the responsibility of this person to:
 - Ensure governors are aware of the training available from DNEAT, the Diocese and Educator Solutions
 - Ensure governors know how to book training
 - Ensure governors record on GovernorHub their attendance on training courses
 - Carry out an annual training needs analysis to identify gaps in knowledge across the LGB and advise on appropriate training
 - Assign a mentor to new governors
4. All governors should attend at least 2 training courses each year (one of which can be an online course).
5. Chairs are expected to attend Educator Solutions training for Chairs as a minimum requirement. Consideration should be given to participating in the NCTL Chairs’ Development Programme.
6. New Clerks are expected to attend the Educator Solutions Professional Clerking course as a minimum requirement. They are also encouraged to participate in either the National Clerks’ Development Programme or Accredited Clerk programme. DNEAT will provide 1:1 induction sessions for new clerks as required, or for existing clerks as identified via the QA visits.

7. DNEAT will make recommendations on training needs for individual Chairs, Clerks and LGBs as a result of QA visits to full LGB meetings.
8. DNEAT will arrange for bespoke training for each LGB at least once every two years:

Courses Available from DNEAT

- Headteacher and Teacher Performance Management
- Governors' Role in Monitoring and Evaluation
- Preparation for Ofsted – Embedding Good and Outstanding Governance
- Termly Briefing sessions for Clerks and Chairs
- Forum for Headteachers and Chairs

Courses Available from Educator Solutions

- Governance Now
- Using data for improvement
- Pupil Premium and vulnerable groups
- Safeguarding Children in Education
- Chair of Governors – the roles and responsibilities
- Leading effective meetings
- Early Years Foundation Stage – Governor monitoring
- Health and Safety for Governors
- Foundation skills for clerks

Online Courses

- Governor Briefing on Looked After Children
- Pupil Premium – Closing the Gap
- Complaints and Concerns
- How to use GovernorHub – a course for clerks

Please note :

- the course 'Safer Recruitment in schools' is not included in the DNEAT contract with Educator Solutions. It is recommended that governors should take the NSPCC online course.
- Educator Solutions will charge to carry out an in-school training session. This is not included in the DNEAT contract. Please consult with the DNEAT Governance Manager prior to arranging in-school courses.

Courses Available from the Diocese of Norwich

- Adding value through monitoring distinctiveness
- Distinctively outstanding: becoming outstanding through using distinctiveness
- Understanding and monitoring British Values in a church school/academy

COURSE BOOKING PROCEDURE

For DNEAT Courses

Book via GovernorHub

- Log on to GovernorHub
- Click the purple DNEAT Governor Support icon in the top right corner
- Click the Training tab
- Select the required course, click the 'See sessions and book' button
- Choose the session which you want to attend and click the 'Book me on' button

Book via email

- Email your request to [jill.wakefield@dneat.org](mailto:jill.wakefield@ dneat.org)

Book via telephone

- Ring 01603 881722

For Educator Solutions Courses

Book via GovernorHub

- Log on to GovernorHub
- Click the Educator Solutions icon in the top right corner
- Click the Training tab
- In the 'Narrow by Category' box, select the appropriate topic
- When your chosen course appears, click the 'See sessions and book' button
- Choose the session which you want to attend and click the 'Book me on' button

Book via email

- Email your request to governorservices@educatorsolutions.org.uk

Book via telephone

- Ring 01603 303355

For Diocese of Norwich courses

Book via GovernorHub

- Log on to GovernorHub
- Click the purple DNEAT Governor Support icon in the top right corner
- Click the Training tab
- Select the required course, click the 'See sessions and book' button
- Choose the session which you want to attend and click the 'Book me on' button

Book via email

- Email your request to louise.reeves@dioceseofnorwich.org

Book via telephone

- Ring 01603 882344

GOVERNANCE TRAINING

WHICH COURSE SHOULD I ATTEND?

Course	Provider	All Governors	Particularly recommended for			Clerk
			Chair of Governors	Committee	Designated Governor	
Headteacher and Teacher Performance Management	DNEAT			Performance Management Panel		
Governors' role in Monitoring and Evaluation	DNEAT	✓				
Preparation for Ofsted: Embedding Good and Outstanding Governance	DNEAT	✓				
Termly Briefing Session for Clerks and Chairs	DNEAT		✓			✓
Headteachers and Chairs Forum	DNEAT		✓			
Governance Now	Educator Solutions	✓				
Using data for improvement	Educator Solutions	✓		Standards & Curriculum		
Pupil Premium and vulnerable groups	Educator Solutions	✓			Pupil Premium	
Safeguarding Children in Education	DNEAT or Educator Solutions	✓				Safeguarding
Chair of Governors – the roles and responsibilities	Educator Solutions		✓			
Leading effective meetings	Educator Solutions	✓	✓			
Early Years Foundation Stage – Governor monitoring	Educator Solutions	✓		Standards & Curriculum		
Health and Safety for Governors	Educator Solutions	✓		Resources	Health & Safety	
Foundation skills for Clerks	Educator Solutions					✓
Complaints and Concerns	Educator Solutions (Online)	✓	✓			
Governor Briefing on Looked After Children	Educator Solutions (Online)	✓			LAC	
How to use GovernorHub – a course for clerks	Educator Solutions (Online)					✓
Pupil Premium – Closing the Gap	Educator Solutions (Online)	✓			Pupil Premium	
Adding Value through Monitoring Distinctiveness	Diocese of Norwich	✓		Ethos		
Distinctively outstanding: becoming outstanding through using distinctiveness	Diocese of Norwich	✓		Ethos		
Understanding and monitoring British Values in a church school/academy	Diocese of Norwich	✓		Ethos		

GOVERNORHUB

DNEAT expects all Local Governing Bodies to use GovernorHub as the main mechanism for communication and document storage to ensure confidentiality, security and to enable information to be shared with DNEAT officers.

The subscription charge for GovernorHub is included in the core central contribution charge made from all academies.

GovernorHub allows governors to:

- Keep up to date with the latest **news** and **announcements** from local and national sources.
- Have private **online discussions** with your fellow governors.
- Plan and book your meetings and school events in a **shared calendar** and link this to your personal diary on PC, tablet or phone.
- Store all of your governing body **documents** in one place.
- Find **key data** about your school via links to local and national sources. Look at data for similar schools or search for other schools.
- Browse and book **training courses** from DNEAT or Educator Solutions or take an online course.

In addition to your own local governing body area on GovernorHub, you have access to the DNEAT Governor Support area. From here you can click on the following tabs:

- News – shows news articles published by DNEAT
- About – not currently in use
- FAQs – under development
- Training – provides course booking facility for DNEAT and some Diocese of Norwich courses
- Resources – provides access to templates, documents, forms etc.

Two documents have been developed to assist Clerks and Governors in using GovernorHub:

- Administrative Guidance for Local Governing Bodies
- Guide to using GovernorHub for DNEAT Local Governing Bodies

Both documents can be downloaded from the DNEAT Governor Support Resources section.

DNEAT Governor Support – Downloadable Resources

Resources are constantly being updated and added to, so always download the latest version from GovernorHub. This is a sample of some of the resources available:

- DNEAT Parent Governor Appointment Form
- DNEAT Parent Governor Election Pack
- DNEAT Staff Governor Election Pack
- DNEAT Staff Governor Appointment Form
- DNEAT Trust Appointed Governor Appointment Form
- DNEAT Agendas
- DNEAT Terms of Reference – Resources Committee
- DNEAT Terms of Reference – Standards and Curriculum Committee
- DNEAT Terms of Reference – Ethos and Community Committee
- DNEAT LGB Annual Planner
- DNEAT Governor’s Guide to Critical Questioning
- DNEAT Databank of Questions
- DNEAT Clerk’s Update Form
- DNEAT LGB Actions Summary Form
- DNEAT Academy Website Checklist
- DNEAT Governance Meetings Timeline for 2016-2017
- DNEAT Record of Committee Membership and Designated Governors
- DNEAT Minutes Template
- DNEAT Quality Assurance Checklist for Minutes
- DNEAT LGB Code of Conduct
- Declaration of Pecuniary and Personal Interests Form
- Guidance Notes for the Completion of the Declaration of Pecuniary and Personal Interests Form
- DNEAT Governance Training Courses 2016-2017
- Recommended Training for DNEAT Governors
- Working with Schools and Academies: Training activities and courses 2016-2017 (Diocese of Norwich)
- DNEAT Jargon Buster
- Governors’ Handbook (DfE) January 2017
- Competency Framework for Governance (DfE) January 2017
- Academies Financial Handbook 2016
- Ofsted School Inspection Handbook
- Ofsted Inspection of schools – leaflet for schools

CONTACTS WITHIN DNEAT

Chief Executive Officer	Paul Dunning	paul.dunning@ dneat.org
Chief Operations Officer	Howard Nelson	howard.nelson@ dneat.org
Academies Improvement Director	Simon Morley	simon.morley@ dneat.org
Academies Group Executive Principals		
- East	Louise Rosen	louise.rosen@ dneat.org
- South-West	Mary-Jane Edwards	mary-jane.edwards@ dneat.org
- West	Oliver Burwood	oliver.burwood@ dneat.org
Operations Manager	Sharon Money	sharon.money@ dneat.org
Governance Manager	Jill Wakefield	jill.wakefield@ dneat.org
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