



Diocese of Norwich
Education and
Academies Trust

DNEAT GOVERNANCE SUPPORT

2017-2018

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](mailto:jill.wakefield@ dneat.org) or telephone 01603 881722.

Educator Solutions Clerking Service Support Packages - Terms and Conditions 2017-2018

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 2017-2018 Support Package Costs

Full Governing Board Meetings taking up to 2 hours*

6 per year (2 per term)	£1150
3 per year (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

12 meetings	£1700
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: clerking.services@educatorsolutions.org.uk

CONTINUOUS PROFESSIONAL DEVELOPMENT FOR GOVERNORS AND CLERKS

The cost of all the training courses provided by DNEAT and NGA Learning Link, and membership of NGA 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 ...”*

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

DNEAT’s Expectations

1. All new governors are expected to attend the Diocese of Norwich ‘Introduction to Church School/Academy Governance’ course and/or undertake the online induction courses via NGA Learning Link (see list overleaf).
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 NGA Learning Link
 - 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 take at least 2 training courses each year.
5. Chairs should give consideration 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

NGA membership

As part of DNEAT's ongoing commitment to provide local governors and clerks with high quality support and information, membership of the National Governance Association (NGA) is provided to everyone on the Local Governing Body. Governors and clerks are able to log on to the NGA website (www.nga.org.uk) and access guidance documents and information on a wide variety of topics, as well as being kept abreast of the latest news in the world of education governance via a weekly email and bi-monthly magazine.

If you have any difficulties with your NGA membership, please contact jill.wakefield@dneat.org

Courses Available from DNEAT

- 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
- Headteacher and Teacher Performance Management
- DNEAT Safeguarding for Governors

Please discuss your training requirements with the Governance Manager as it may be possible to provide a tailor-made course to meet the needs of your Local Governing Body.

Courses Available from the Diocese of Norwich

- Adding value through monitoring distinctiveness
- Being a Church school Headteacher and Chair of Governors
- Distinctively outstanding: becoming outstanding through using distinctiveness
- Introduction to Church School/Academy Governance
- Understanding and monitoring British Values in a church school/academy
- Introduction to Embedding and Monitoring Effective Relationships and Sex Education in a Church School

Courses Available from NGA Learning Link

Induction Modules

1. Governance: Your role, your responsibilities, your organisation
2. Your organisation: making sure children get the education they deserve
3. Strategy: Living your values, reaching your vision, managing the risk
4. Progress and attainment: using data to improve educational outcomes
5. *Resources: Making the most of what you've got*
6. Working together: Building the team and improving the organisation
7. Compliance: Assuring your organisation, keeping it safe, secure and solvent
8. Effectiveness: Governance making an impact and changing lives

Other Modules

1. Key Functions of the Governing Body
2. Exclusions
3. Head Teacher Recruitment and Succession Planning
4. Monitoring Performance Data and Targets
5. Safeguarding The Role Governor's Role
6. The Role of the Special Educational Needs and Disabilities (SEND) Governor
7. Educational Visits
8. E-Safety for Governors
9. Understanding Schools Finance
10. Managing Academy Finance
11. Planning for Succession in the Governing Body
12. Health and Safety
13. Equality and Diversity
14. Early Years Education
15. Getting it Right as a Staff Governor
16. Governors' Visit to School
17. Monitoring and Evaluation – The Governing Body's Role
18. School Teacher Appraisal and Capability
19. Academies
20. Governance of a Church School
21. The Governors' Role in School Improvement
22. Pupil Premium

23. Headteacher Appraisal and Capability
24. Different Models of Governance
25. Looked After Children
26. Ofsted Inspection of Schools
27. Introduction to Clerking Maintained Schools
28. Introduction to Clerking Academies
29. Recording a Meeting
30. Supporting the Governing Body in Raising School Standards
31. The Constitution of the Governing Body
32. Preparing for a Meeting
33. Clerking a Trust or Academy Committee
34. Governors and Ofsted
35. Getting to Know the Law
36. The Clerk's Role in the Appointment of the Headteacher or Deputy
37. Handling Delicate Situations
38. Helping Struggling Governing Bodies
39. Governing Board Duties on Compliance
40. The Clerk as Co-ordinator of Continuing Professional Development
41. Clerking an Interim Executive Board
42. Keep Them Safe: Protecting Children from Child Sexual Exploitation
43. Female Genital Mutilation
44. An Awareness of Forced Marriage
45. Get Moving, Get Healthy
46. An Awareness of Type 1 diabetes – Basic
47. An Awareness of Type 1 diabetes – Advanced
48. Talking to your children about emotional resilience and self-harm
49. Policy Watch
50. Hot Topics

Please refer to the document 'Continuous Professional Development for Local Governors and Clerks 2017-2018' for advice on what courses you should take.

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@rneat.org

Book via telephone

- Ring 01603 881722

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

Registering for NGA for Learning Link

1. Visit <https://nga.vc-enable.co.uk/Register> to find the online self-registration form.
 2. Add your details to the self-registration form in the following order
 - Your first name
 - Your last name
 - Your email
 - Your phone number (optional)
 - Your governance role title (optional)
 - Your school or academy – use the search box and make sure to select the right one using the address and postcode if necessary*
 3. Read the statement in the large blue box at the bottom of the form and then click anywhere in the large blue box to submit your application for approval.
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4. Approval is not immediate and you must wait for email confirmation of approval. It can take time to receive this email particularly if your application is submitted over a weekend or in the evening.
5. Your confirmation email will be sent to you. Once you receive your email confirmation, which includes your login details you can login to Learning Link and start to use it whenever you want to.

If you experience any problems logging in or when running the programme please remember that 24/7 telephone and email support is available:

Email: learnersupport@virtual-college.co.uk

Telephone: 01943 885095

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 (for full LGB and committee meetings)
- 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 Notification of Changes to LGB Form
- DNEAT LGB Actions Summary Form
- DNEAT Academy Website Checklist
- DNEAT Governance Meetings Framework for 2017-2018
- 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 (including guidance notes)
- Continuous Professional Development for Local Governors and Clerks 2017-2018 (What course should I do?)
- Working with Schools and Academies: Training activities and courses 2017-2018 (Diocese of Norwich)
- DNEAT Jargon Buster
- Governors’ Handbook (DfE) January 2017
- Competency Framework for Governance (DfE) January 2017
- Clerking Competency Framework (DfE) April 2017
- Academies Financial Handbook 2017
- Ofsted School Inspection Handbook
- Ofsted Inspection of schools – leaflet for schools

CONTACTS WITHIN DNEAT

Chief Executive Officer	Mary Jane Edwards	mary-jane.edwards@dnheat.org
Chief Operations Officer	Howard Nelson	howard.nelson@dnheat.org
Academies Improvement Director	Simon Morley	simon.morley@dnheat.org
Academies Group Executive Principals		
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- South-West	TBA	
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