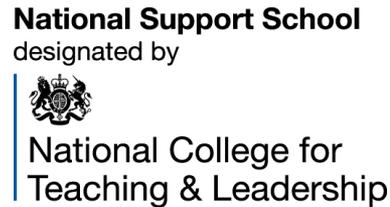




Effective governance and the impact of high quality clerking

Tracey Booth MBE, Chair of Governors and
Jacqui Sugden, Clerk to the GB

The Team at Churchill Community College



- Headteacher - National Leader of Education
- Chair - National Leader of Governance
- Experienced, independent Clerk
- Governance Steering Team (Chair + Com Chairs)





The journey to Outstanding

- Self evaluation
- The power of the collective
- Challenge and support
- Continuous process



The Governing body's role and function

- Clear understanding of the structure and purpose of the GB
- Working within a set of structures and processes
- Working in partnership
- Setting out the school's vision and agreeing strategic objectives
- Reviewing and analysing meaningful data
- Listening to stakeholders



Governor qualities

- Desire to improve education for all children
- Enthusiasm and time
- Range of skills and expertise
- Work to the Nolan Principles
- Knowledge of 6 features of effective governance
- Open to sharing good practice and new ways of working

Role of the Chair



- Demonstrates leadership and integrity
- Understands their role and responsibilities
- Knowledge of the changing national, regional and local educational context
- Good communication skills, self-awareness and the ability to manage relationships
- Builds a collaborative culture and shares good practice with other GBs
- Develops governors to aid succession planning

Governing Board Culture

- Open and honest
- Process of continuous GB development
- Recruiting appropriately skilled Governors
- Ensuring succession planning
- Sharing good practice

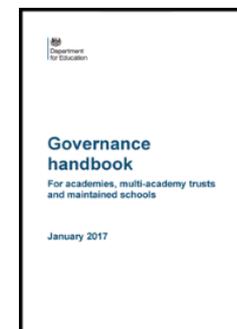


Gaining knowledge and understanding

- Information provided to *prospective* Governors about the role and expectations
- New Governor induction and training
- Presentations from SLT and Curriculum Leaders
- Carrying out governor visits

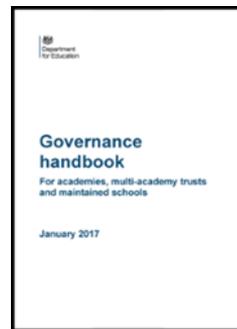


Helpful information



Changing nature of clerking

- Types of clerk, fragmentation in the education sector and complexity
- Regulations and Guide to the Law
- Move to Governance Handbook and Core Competency Framework for Governance and for Clerks



Role of the Clerk

‘The clerk needs to work effectively with the chair of governors, the other governors and the headteacher to support the governing body. The clerk should be able to advise the governing body on constitutional and procedural matters, duties and powers. The clerk is accountable to the governing body’

Chapter 3, Section 51, Guide to the Law (June 2007)

Effective Clerking

‘High quality professional clerking is crucial to the effective functioning of the board. The clerk should be the boards’ ‘governance professional’. Their role is not only about good and effective organisation and administration, but also, and more importantly, about helping the board understand its role, functions and legal duties and supporting the chair to enable and facilitate strategic debate and decision making. ‘

Section 4.4, Governance Handbook (Jan 2017)

Role of the Clerk

- Acts as the moral conscience of the GB
- Provides information, procedural governance advice (technical expertise)
- Produces effective agendas and accurate minutes
- Builds positive relationships
- Aids Governors' development



Qualities of an effective Clerk

- Pro active and enthusiastic
- Educational awareness
- Supportive and challenging when required
- Good communication skills
- Organised with good time management skills



Impact of effective clerking

- Membership records maintained and timely recruitment undertaken
- Board meetings run smoothly and effectively
- Accurate minutes provide evidence for inspection and actions are followed up
- Governors kept up-to-date with governance issues
- Governing body carries out its duties effectively



‘Clerks enable governing bodies to do what they are supposed to do – take responsibility for their schools’

Professor Chris James, University of Bath



Q & A