



Clerks' Briefing

21st March 2023
10:00 - 11:00

Rani Dady & Nicki O'Flanagan

Virtual via MS Teams

Agenda



10:00 Welcome and Introductions

10:15 Structure, regulations and procedures

10:40 Support

10:50 Q&A

11:00 Close

Welcome and Introductions



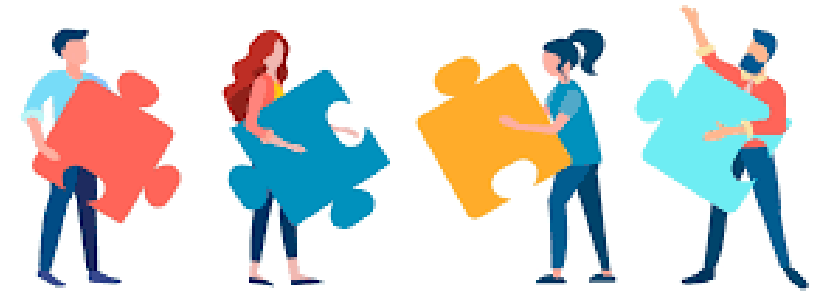
One minute each:

1. Your Name
2. School/s you Clerk for
3. Interesting fact about your school

LA Schools' Governance Service

Part of the Education Improvement and Partnerships Service

- Director of Children's Services
- Service Director of Education & SEND
- Service Manager
- Education Advisors - EYFS, Primary, Secondary, Post-16
- **Education & Governance Officer - Nicki O'Flanagan**
- Education & Governance Admin



History

- Previously the LA commissioned governance out to Governor Support Service (GSS)
- Returned to the LA's full control in April 2019



Our LA Offer

School governance activities provided to maintained schools at no charge:

- **Advice and guidance to schools requiring a legal change to their formal constitution - Instrument of Government**
- **Procedures, advice and guidance on parent & staff governor elections**
- **Recruitment and nomination of LA governors**
- **Advice and guidance on the removal of governors causing concern**
- **Provision of information to new governors**
- **LA briefing sessions**
- **Ofsted inspection support**
- **Support with federations and amalgamations**
- **General support and signposting with complaints / mediation / other issues**



LA Briefing Sessions for Governors

- Several held annually
- Very low governors' attendance
- High demand sessions, such as Safeguarding, retained
- Under review - feedback needed

Visit - [LA Schools' Governance Service - Leap \(hillington.gov.uk\)](https://hillington.gov.uk/leap)

Training and Development



- All governors need access to quality training to support the effectiveness of governance practice in schools
- Non-statutory therefore not provided by the LA
- Free to choose any commercial national or local provider to support the development of your governing body
- E-learning is more efficient and available through:
 - ☐ [National Governance Association](#)
 - ☐ [The Key](#)
 - ☐ [Governors for Schools](#)
 - ☐ [Inspiring Governance](#)



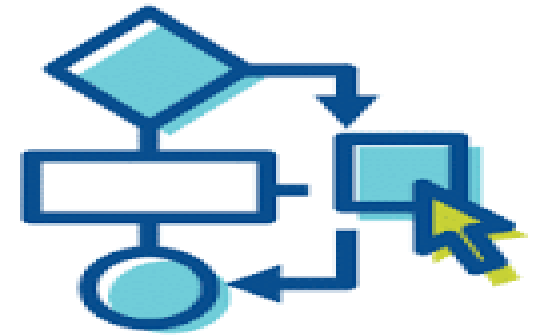
Important

1. **Should undertake Section 128 checks on all governors every 4 years.**
2. **Governor email addresses** - best practice to use school email addresses for GDPR, security breaches, hacking, subject access requests etc. Personal email is not as secure, and the school could be held accountable for any non-compliance.
3. **Review loGs annually** - current membership must match, associate members can be additional but **must be non-voting as are not governors**, request a formal loG change if necessary.
4. **Key roles essential** - Chair, Vice-Chair, 1 x Staff only, at least 2 Parents or more, 1 x LA.
5. **Good practice aim for no more than a 3rd of staff to be present at formal GB meetings to ensure balanced discussions (includes staff that are co-opted, associate and observers).** Options are for staff to only attend time allocated slots. If not possible, Clerk and Chair to manage potential conflict of interest. This does not apply to staff / parent meetings where governors are invited to participate, monitor or observe and only applies to formal GB meetings.
6. **Minimum legal board no. of 7, no maximum but should not be too large to ensure focus.**

Process for IoG and LA Governor Approvals

See - [Processes and Templates - LEAP \(hillington.gov.uk\)](https://hillington.gov.uk)

- Ensure any change is discussed at a Governing Body meeting and decisions agreed first
- The minutes need to evidence this
- Complete the template
- Send the template and minutes (draft is fine with section highlighted) to the LA
- Approval is made by the lead Cabinet Member for Education and takes approximately 10 weeks (no legal timescale)
- LA will notify Clerk once approved and the date the term can legally start
- Contact the LA Governance Team for support through the process



Complaints



- **Parent / carer complaints**
- **Staff complaints**
- **Governor complaints**

[Processes and Templates - Leap \(hillington.gov.uk\)](https://hillington.gov.uk)

Clerk Termly Statutory Actions

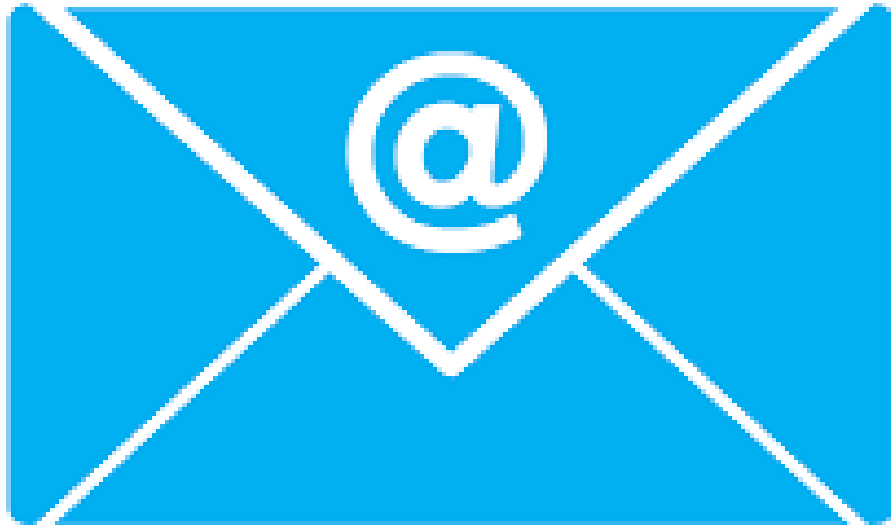
- All changes in Governing Body membership and contact details submitted to the LA termly
- Confirmation if no changes have taken place
- Share the minutes of each Full Governing Body meeting
- Contact the LA to trigger any statutory and non-statutory support





Role of Clerks

- Clerks have a legal role to ensure that the Chair and all Board members are following requirements
- If you feel unable to undertake your role effectively, please discuss this with the Vice-Chair or us for confidential advice and support
- Carry out duties in-line with the seven principles of public life ([Nolan principles](#))
- Clerks' key focus:
 - Ensuring clarity of vision, ethos and strategic direction
 - Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
 - Overseeing the financial performance of the organisation and making sure its money is well spent



CONTACT US

Education Key Contacts on LEAP



HILLINGDON
LONDON



**Please submit your live
questions via
the chat function**

**Or email us
[schoolgovernance@
hillingdon.gov.uk](mailto:schoolgovernance@hillingdon.gov.uk)**

Help to promote governance



We are launching a campaign to recruit more school governors for Hillingdon schools. If any governors would like to take part in a short promotional video to feature on the Council's website, please send a video clip (approximately 1 minute) to schoolgovernance@hillington.gov.uk by the end of May. Please include the following areas in your recording:

- Why did you volunteer to become a governor?
- What key qualities are needed to be an effective governor?
- How are you rewarded by being a governor?

Thank you for participating



**Please contact the
Local Authority Schools' Governance
Service for support**

schoolgovernance@hillingdon.gov.uk

