



**The Leading Governance Partnership, led by the National Governors' Association is delivering this programme for EES for Schools. This national programme is an important step towards improving the effectiveness of governing bodies by developing the skills needed for high quality clerking.**

### Who is it for?

This programme has been designed for new and experienced clerks in all school settings. It is unique in that it is seeking to 'professionalise' the role of the clerk and is a certified programme from the National College for Teaching and Leadership (NCTL).

### Overview of the programme

The programme will consist of:

- 360 diagnostic and dedicated mentor
  - Access to all resources on our Learner Management System (LMS)
  - Face to face Essential Units -
    - Introduction and Induction
    - Record, Retrieve and Research
    - Accountability
    - A Team Approach
    - Group Evaluation
  - Online Elective Units –
    - Clerking Governing Body Panels
    - Governing Body of a Church School
    - An Introduction to Academies
    - Multi School Settings
    - Sixth Form Colleges
- Leading Governance – additional elective units
- Four additional Elective Units only available through Leading Governance -

- Clerk as a provider of CPD, including health check
- Clerk's role in the appointment of the Head or Deputy Head
- Clerk's role in managing Governing Bodies in extreme circumstances
- Clerking of an IEB

This programme is underpinned by a competency framework that focuses on the skills, knowledge and behaviours required to be a highly effective clerk. The elective units are contextualised and therefore provide the participant with a choice of subject areas that are appropriate to their individual learning development needs.

Participants will be required to undertake a minimum of three Elective Units, in order to complete the programme. However, Leading Governance supports life long learning so participants will have continual access to all resources for as long as they would like.

### Learning outcomes

Participants will have the opportunity to:

- Identify their own areas of strength & development
- Deepen their understanding of the core competencies related to effective and quality clerking
- Improve their individual skills, practices and behaviours
- Increase their knowledge and understanding of Education, Governance and, Legal frameworks and regulations
- Learn from each other, share good practice and promote networking
- Engage with a range of learning opportunities to drive improvement

**COHORT: Essex 6**

**MENTOR & FACILITATOR: Iwona Bainbridge**

**VENUE: Marconi Social Club, Tydermans, off Beehive Lane , Chelmsford, Essex CM2 9FH**



Dates	Activity	Purpose
Tuesday 13 <sup>th</sup> June 2017 9.30am-12.30pm	Essential 1: Introduction and Induction.	Establish relationships, introductions to the programme, Diagnostic, participant journey, reflection and induction overview including sign posting to Induction Ebook, Q and A.
<b>Induction Ebook – differentiation guidance provided by combined mentor / facilitator depending on the level of experience and skills.</b>		
<b>Participants undertake 360 Diagnostic.</b>		
<b>Mentor one-to-one 45 minute telephone conversation with each participant - time to be agreed with Mentor.</b>		
Tuesday 5 <sup>th</sup> September 20167 9.30am-12.30pm	Essential 2: Clerking in Practice: Record, Retrieve and Research.	The unit focuses on the practical skills of being an effective clerk. It focuses on three main aspects of the role: <ul style="list-style-type: none"> <li>researching information and guidance and keeping up-to-date with legislation and regulations;</li> <li>recording information and evidence of the governing body fulfilling its core duties and functions;</li> <li>retrieving information to support effective governance.</li> </ul>
Tuesday 17 <sup>th</sup> October 2017 9.30am – 12.30pm	Essential 3: Clerks and Accountability.	The unit recognises the clerk in their ‘advisor’ role. It focuses the participant on: <ul style="list-style-type: none"> <li>the regulatory and legislative frameworks affecting school governance</li> <li>understanding the accountability structure of your school and the implications for you as a clerk</li> <li>practical solutions to planning the annual governance cycle</li> </ul>
Tuesday 28 <sup>th</sup> November 2017 9.30am – 12.30pm	Essential 4: A team approach: Clerk, chair and headteacher	There are three main activities to the unit: <ul style="list-style-type: none"> <li>identifying individual and collective roles and responsibilities regarding governance</li> <li>a force-field analysis</li> <li>Clerk of the Year, 2013, NGA ‘top ten tips’ for review and consideration</li> </ul>
December - January	These elective units are designed around core school contexts, so that participants are able to deepen their learning and practice of clerking in the specific school settings they currently work in or would like to work in.	
<b>Mentor one-to-one telephone conversation with each participant to discuss any issues or questions the participant may have - time to be agreed with Mentor.</b>		
Tuesday 6 <sup>th</sup> February 2018 9.30am-12.30pm	Group Evaluation Meeting.	Review learning journey, share practice, share experiences, evaluation, impact.

**Costs and registration**

The full cost of this programme is £399, however there are scholarships available, meaning the cost to participants is just £79. To register your place, please visit: [www.leadinggovernance.org/clerks-register.html](http://www.leadinggovernance.org/clerks-register.html)

Please direct any enquiries to Kitt Smith at: [trainingadmin@nga.org.uk](mailto:trainingadmin@nga.org.uk)