



Essex Clerks' Association Conference  
Thursday, 9 May 2019  
JobServe Community Stadium\*  
Colchester CO4 5UP

THIS IS A CONFERENCE FOR CLERKS  
– RUN BY CLERKS!

We are delighted to welcome Fiona Stagg as our Keynote Speaker

Fiona is a **National Leader of Governance, Chair of Governors, a Co-opted Governor** and an **Independent Clerk** in both the maintained and academy sectors and works both *with and for* Governors, schools and academies and Local Authorities supporting effective governance. As an active member of the National Governance Association Fiona is aware of the power of networking and collaboration in order to improve and support governance. She regularly tweets under the hashtag #thesarkyclerk and blogs as The Clerk's Elbow.

We will be offering clerks a choice of three workshops – please see below for more details. And, of course, there will be plenty of opportunities to network with other clerks during the break and at lunch time.

Once again we are delighted that we are able to offer this at no cost to our clerks in Essex.

We very much look forward to welcoming you on 9 May 2019 for what will be an informative morning for clerks of all skills and experience.

Tina Weavers  
On behalf of the ECA Executive Committee

\* Formerly known as the Weston Homes Community Stadium

*Every care has been taken to ensure the accuracy and integrity of the information and support provided by the ECA. Unfortunately it is not possible to guarantee the accuracy or completeness of the information. We therefore accept no liability for any inaccuracies or any loss or damage arising from the use or reliance on information obtained from the Essex Clerks Association through its website or information provided by its officers.*

## Programme

From 9.00	Registration
9.30	Welcome from ECA Chair
9.45	Fee Stagg, The Sarky Clerk
10.45	Q&A with Fee Stagg
11.00	Refreshment break
11.30	Workshop 1 (10 minute break to find next workshop)
12.20	Workshop 2
1.00	Lunch

Please complete and return the application form indicating your two preferred choices for the workshops. Name badges will be provided on the day of the conference when you sign in. The badges will contain confirmation of your workshops.

Please return your completed application to [booking@essexclerks.org.uk](mailto:booking@essexclerks.org.uk) by midday, 3 May 2019

## Workshops Please indicate your two choices

Workshop A	"For the Record" – taking effective minutes. This workshop will be led by our Keynote Speaker, Fee Stagg, and will focus on how to prepare good minutes that will stand up to scrutiny – both new and experienced clerks will benefit from this.
Workshop B	Taking the Fear out of Exclusion & Complaints Hearings. This workshop will give practical guidance on what a clerk needs to know and do when called upon to officiate at these hearings.
Workshop C	Why, for example, does communication only seem to go in one direction in academy trusts? A discussion forum about the many difficulties for those who clerk in academies.

Directions: **JobServe Community Stadium, United Way, Colchester, Essex CO4 5UP**

### **There is ample free parking at the Stadium**

- Follow A12 beyond Chelmsford towards Colchester.
- Do not take any of the early exits off the A12 signed Colchester Central but instead carry on to Junction 28 (signposted for the Hospital), which takes you directly into the stadium site.
- Having turned off onto the slip road, turn right at the first roundabout. Go across the bridge and then go straight over the second roundabout, before turning right into United Way from the third roundabout. You are now at the Stadium.

OR

- Take the A12 from Ipswich towards Colchester.
- Turn off at Junction 28, signposted for the Hospital.
- Turn left at the first roundabout. Turn right into United Way from the second roundabout. You are now at the Stadium.

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BOOKING FORM

Name

Telephone

Mobile

Email

School   
or Agency Clerk

Workshop 1   
Workshop 2

Choose from either Workshop A, B or C

Special Dietary Requirements

Mobility/Access Requirements

Please return your completed application to [bookings@essexclerks.org.uk](mailto:bookings@essexclerks.org.uk) by  
midday, Friday 3 May 2019.

*ECA fully complies with information legislation. For the full details on how we use your personal information, please click [here](#) or call 01376 518795 if you are unable to access the internet.*