

Solihull Governor Services
Solihull School Governors' Training Programme

Clerks' Good Practice Meetings

This new meeting is designed to give clerks a clear understanding of their role and responsibilities to their governing bodies and how this role is pivotal to supporting the work of the governing body.

This seminar will provide participants with knowledge and advice about:

- The duties of the clerk and what these look like in practice;
- The roles and responsibilities of the governing body and how they support these key duties;
- Essential documentation needed to carry out their duties;
- Key sources of relevant information to keep up to date with latest developments.

Each meeting will cover a different topic relative to the role of the Governing Body Clerk. Items scheduled to be discussed include: Governing Body Procedures, Minutes, Governing Body Self Review, School Data. Topics can be suggested by clerks for future meetings.

The meetings will cover the following Ofsted Links: The quality of leadership and management.