

Resources that Clerks may find useful

Title / ref	Description	Where to find it
Governance Handbook	<p>Probably the most useful source of information for Clerks. Replaces the Guide to the law. It provides information about the role and legal duties of governing bodies in maintained schools, academies and multi-academy trusts.</p> <p>Online version has hyperlinks to legislation, guidance and related sources.</p>	<p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf</p>
A Competency Framework for Governance	<p>The knowledge, skills and behaviours needed for effective governance in maintained schools, academies and multi-academy trusts</p> <p>The development of this framework was informed by great practice, evidence of what governance at its best can deliver and a deep understanding of the role that clarity of vision, purpose and action contributes to school improvement.</p>	<p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf</p>
National Governors Association	<p>Standard annual membership to the NGA is included with your service level agreement with Bracknell Forest Governor Services.</p> <p>'Welcome to Governance' is the most popular induction resource for new governors and trustees. It is an introduction to the roles and responsibilities of being a governor.</p> <p>This is provided to all new governors in Bracknell Forest in their induction pack as part of your SLA.</p> <p>'The Chair's Handbook' is the essential guide for chairs and aspiring chairs of governing boards.</p> <p>A copy of this publication is sent to new Chairs' in Bracknell Forest in their induction pack as part of your SLA.</p> <p>Clerking matters - here you will find easy access to a wide range of relevant resources and topics including clerking best practice, statutory guidance and legislation, clerks news, information on clerking as a career and regular updates on the NGA Clerks Advisory Group.</p>	<p>www.nga.org.uk</p>

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Adamson Publishing	<p>'Headteachers and Governing Bodies' a practical guide to making the partnership work.</p> <p>Shows headteachers and governors how to develop the partnership between them so as to get the best for their school, making working on or with a governing body more effective and fulfilling.</p> <p>A copy of this publication is sent to new Headteachers and Chairs' in Bracknell Forest in their induction pack as part of your SLA.</p>	<p>www.adamsonbooks.com</p> <p>approx. £9 + VAT</p>
Clerkwise	<p>An online resource provided by Adamson Publishing.</p> <p>Access is through subscription.</p> <p>Every half term a bulletin is sent out by email outlining latest developments. This is a very good way of keeping up to date.</p> <p>Site also contains an extensive resources area of articles, past bulletins and model policies.</p>	<p>www.adamsonbooks.com</p> <p>approx £33 + VAT per year.</p>
ISCG Manual A Manual for Governing Bodies and their Clerks	<p>Published in 2013, this still proves to be a very useful resource. Some parts may be out of date.</p>	<p>www.governors.uk.com for further information</p> <p>£20 per copy</p>
An Effective Governors' Meeting By Joanna Gutmann	<p>A pocket sized book written specifically for Chairs and Clerks.</p> <p>Full of practical advice and how to apply it.</p>	<p>www.joanna-gutmann.co.uk for further information.</p> <p>£7.99</p>
GEL Online Training	<p>On line training for governors. Special area for clerks. Hot topics also worth checking on regularly.</p> <p>Annual subscription covered by the Governor Services SLA.</p>	<p>Register at:</p> <p>www.gelregistration.co.uk</p>

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Governors' Yearbook	<p>Concise and packed pocket sized book for school governors. It contains articles on topical issues providing a very useful background for clerks as well as governors. It also has a useful directory section and a planning section which clerks will find useful.</p> <p>Usually published during the Summer of each year.</p>	<p>www.adamsonbooks.com for further information</p>
Clerks Briefing papers	<p>Issued termly at Clerks' Briefing sessions. Copied to Headteachers and Chairs of Governors. Provides topical information in three sections:</p> <ul style="list-style-type: none"> • Action items for Governing Bodies • Information for Governors • Information for Clerks. <p>The whole document is essential to clerks as it should be used as a tool for setting the agendas for governing body meetings.</p>	<p>Governor Services. Latest issues also on the Bracknell Forest website</p>
BF Schools Management Website	<p>All clerks should become familiar with the website. It provides a wealth of useful information which is regularly added to and amended. Particular areas that clerks may find useful are:</p> <ul style="list-style-type: none"> • Clerking information • DIY Guides • Governor e-Learning • Governor Services Team • Development Governors • Resources • Training for Governors 	<p>www.schools.bracknell-forest.gov.uk/governors</p>
Bracknell Forest Governor and Clerk Development Programme	<p>Details of the governor and clerk training sessions, and briefings</p>	<p>Issued termly to all governors, associate members and clerks. All information on the BF website</p>

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Governor Services	Telephone and email advice	Rachel Clayton 01344 354069 Fiona Edwards 01344 354036 Governors.helpdesk@bracknell-forest.gov.uk
The Key for School Governors	The Key for School Governors is the national information service that provides governors with guidance, insight and instant answers to their questions on all aspects of school governance.	www.schoolgovernors.thekeysupport.com It is a membership service.
Inspiring Governance	A free match-making service that connects volunteers interested in becoming governors/trustees with schools and colleges that are recruiting for these positions. It is part of the highly successful Inspiring the Future (ITF) online volunteer/school & college matchmaking service which has over 10,000 teachers and 30,000 volunteers registered across the country.	www.inspiringgovernance.org
SGOSS – Governors for Schools	School governor recruitment experts and our vision is for every school in England to have a diverse and effective governing body driving school improvement.	www.sgoss.org.uk
Modern Governor	Modern Governor is the leading provider of online professional development for governors and trustees in maintained schools, academies and free schools.	www.moderngovernor.com It is a membership service
Department for Education	The Department for Education is responsible for children’s services and education, including higher and further education policy, apprenticeships and wider skills in England.	www.gov.uk/government/organisations/department-for-education
Ofsted	Ofsted is the Office for Standards in Education, Children’s Services and Skills. We inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages	www.gov.uk/government/organisations/ofsted

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School Leadership Systems	Governors Virtual Office is a web-based tool designed specifically for school Governing Bodies.	www.schoolleadershipsystems.com