



# Introduction to the role of Clerk for a Governing Board in an Academy



An introduction to the role of Clerk for a Governing Board in an Academy as a pathway to accredited qualifications such as:  
Level 3 DfE sponsored Certificate in Clerking of School and Governing Boards,  
Level 4 ICSA Certificate of Academy Governance.

**Thursday 14<sup>th</sup> February 2019 – 9.15am – 12.45pm**

## **Module One will look at:**

The role of clerk in supporting governance  
The role of Directors/Governors in governance  
Types of Director/Governor and membership  
Structures, delegation, powers and duties  
Meetings  
Rules, Regulations and Guidance – where to look

**Wednesday 27<sup>th</sup> February 9.15am – 12.45pm**

## **Module Two will look at:**

Agenda planning and features of a good agenda  
Minutes, what are they for, what should go into them, terms to use  
Accountability, questions and evidence

**Venue - St. Gregory's Catholic Academy PTSA Room**

**Cost - £30 per delegate Refreshments are available**

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## Booking form.

### The Potteries Teaching School Alliance

Details	
Title	
Forename	
Surname	
Current Role	
Name of School	
Course Title	Course Date(s)

Please email to  
[admin@potteriestsa.org.uk](mailto:admin@potteriestsa.org.uk)

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