

Governors' Weekly Bulletin 11th February 2020
Training

Spring term workshop for clerk to governors - The workshop is on 26 February 2020 from 6 – 8 pm at Beaumanor Hall, Woodhouse

This workshop will be led by Erica Wilson and will focus on **Competency area 2 of the Clerking Competency Framework - Administration**. As well as reviewing your administrative processes and procedures, the workshop will focus on minute taking and agenda setting and how effective administration can impact on effective governance. It will also look at the clerk's role in administrative compliancy. Attendees will be asked to bring two sets of minutes/agendas to the workshop for self and peer review.

Bookings for the above workshop can be made through the website:

<http://www.leicestershiretradedservices.org.uk> , by email governors@leics.gov.uk or telephone 0116 305 6503. **This event is free to schools and academies that subscribe to GDS**