

Clerking Essentials: a practical introductory programme for new clerks.

The table below summarises the programme structure, content and estimated study time needed.

<i>Element</i>	<i>Format</i>	<i>Preparation time mins</i>	<i>Study time mins</i>
Welcome to the programme and orientation WEEK 1			
Introduction to the programme A welcome and short introduction to the aims and purpose of the programme, summarising what each element covers, how you will learn, and what to do to complete the programme.	Live online session	0	30
Understanding the context in which you work: some basics WEEKS 1-3			
1.What does the governance professional do? An outline of what is expected of modern governance professionals when they start in the role and then moving beyond.	E-learning module	0	45
2.How governance works An exploration of what governance is, what those governing do, what effective governance looks like and how the governance professional works as part of the governance team.	E-learning module	0	45
3.How to: clerk in different types of organisation An outline of the many types of school organisation and the impact of this for the governance professional.	E-learning module	0	45
4.How to: find different sources for governance A practical introduction on how to access and use the many sources of law, rules, regulations and guidance that the governance professional needs to work with to ensure that their boards are effective and compliant.	E-learning module	0	45
Understanding your environment Led by an experience governance professional this interactive session provides the opportunity to explore areas covered in the modules 1 to 4 and to consolidate your understanding, working with fellow participants	Live online workshop 1	30	120
Your first meeting: the essentials WEEKS 4-6			
5.How to: arrange meetings This module demonstrates how the governance professional can help with the scheduling, agenda setting and organisation of meetings to ensure they allow for effective governance	E-learning module	0	45
6.How to: minute a meeting effectively A step by step walk through of the process and skills, techniques and behaviours involved in producing accurate and compliant minutes.	E-learning module	0	45
7.How to: manage information and documents An overview of requirements and an approach to keeping and filing accurate and up to date records of minutes, board members and other business to comply with law, policy and best practice	E-learning module	0	45
8.How to: support the recruitment, appointment, election and retirement of governors and trustees Every governing board needs to have the right people round the governing board table. This module shows how the governance professional can support the board with this.	E-learning module	0	45
Running your first meeting Applying what you've learnt from modules 5 to 8 and building on learnt in modules 1-4 and workshop 1 you will explore how to organise, attend, support and follow up a full board meeting, which may be your first.	Live online workshop 2	30	120