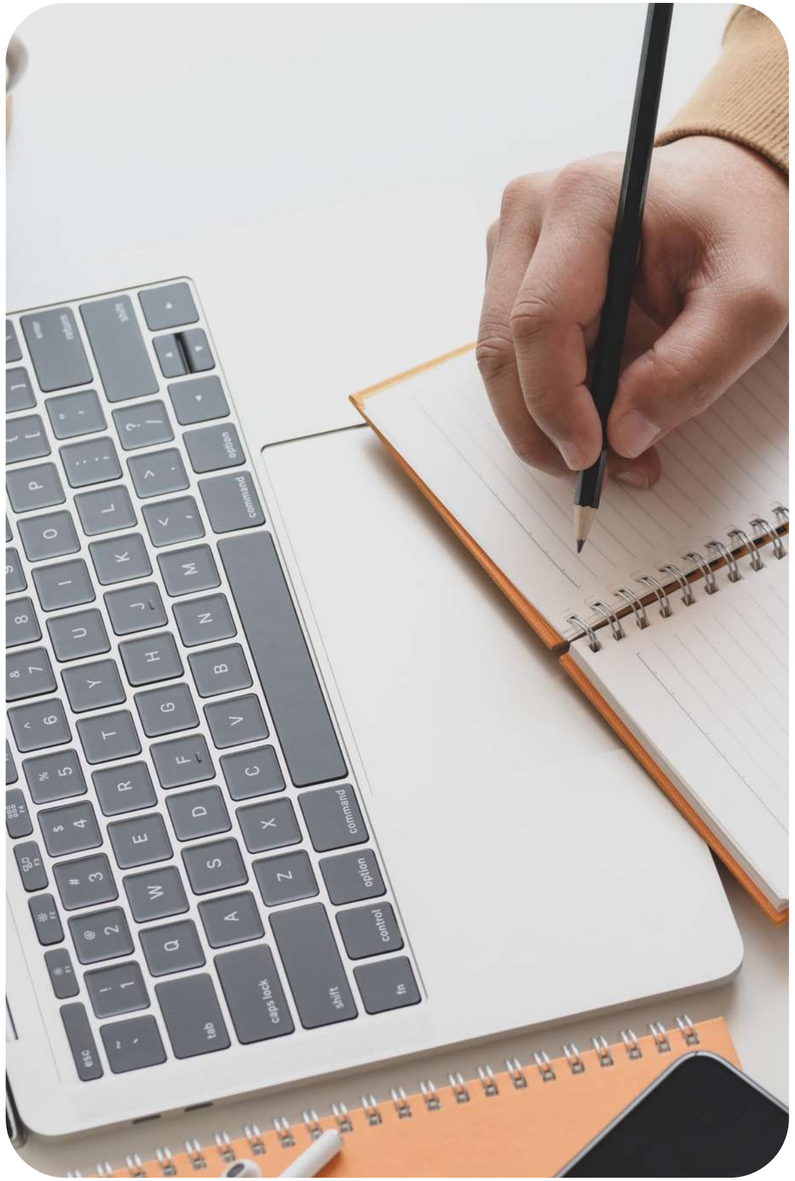
NATIONAL ASSOCIATION OF SCHOOL AND COLLEGE CLERKS

Improving Governance Practices in a Dynamic Education Landscape



A NASCC Conference for Clerks and Governance Professionals

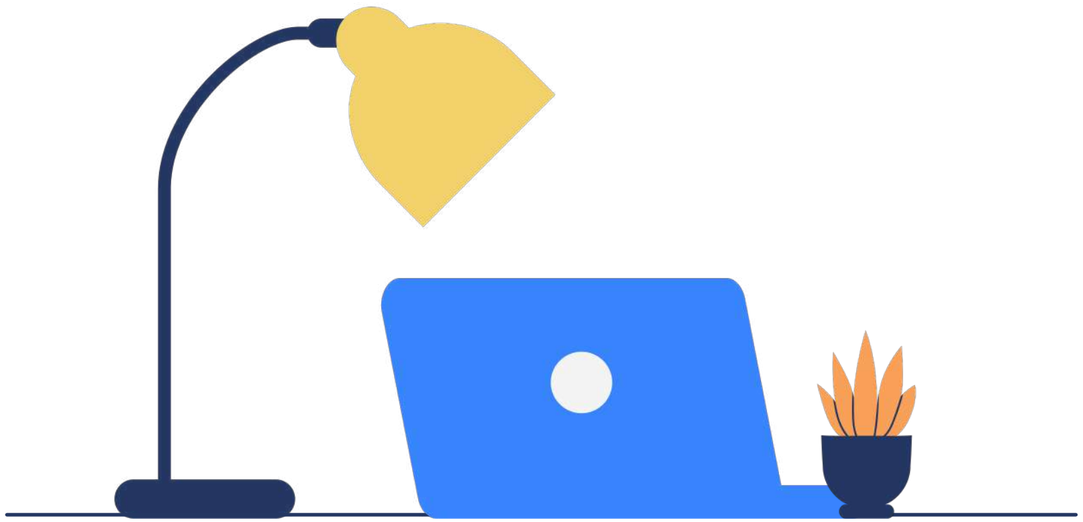
Friday 1st September 2023

9.30 am - 12.30 pm

Supported by GovernorHub

Housekeeping

We're experts at online stuff so this should be easy!



General

- Connections
- Chat Box
- Links
- Timings

Speakers and Breaks

- Speaker Profiles and Presentations
- Comfort Break

Questions, Evaluation and Replay

- Direct (and private) questions
- Evaluation Link
- Access to Replay

NASCC NATIONAL ASSOCIATION OF SCHOOL AND COLLEGE CLERKS

Your Hosts

NATIONAL ASSOCIATION OF SCHOOL AND COLLEGE CLERKS

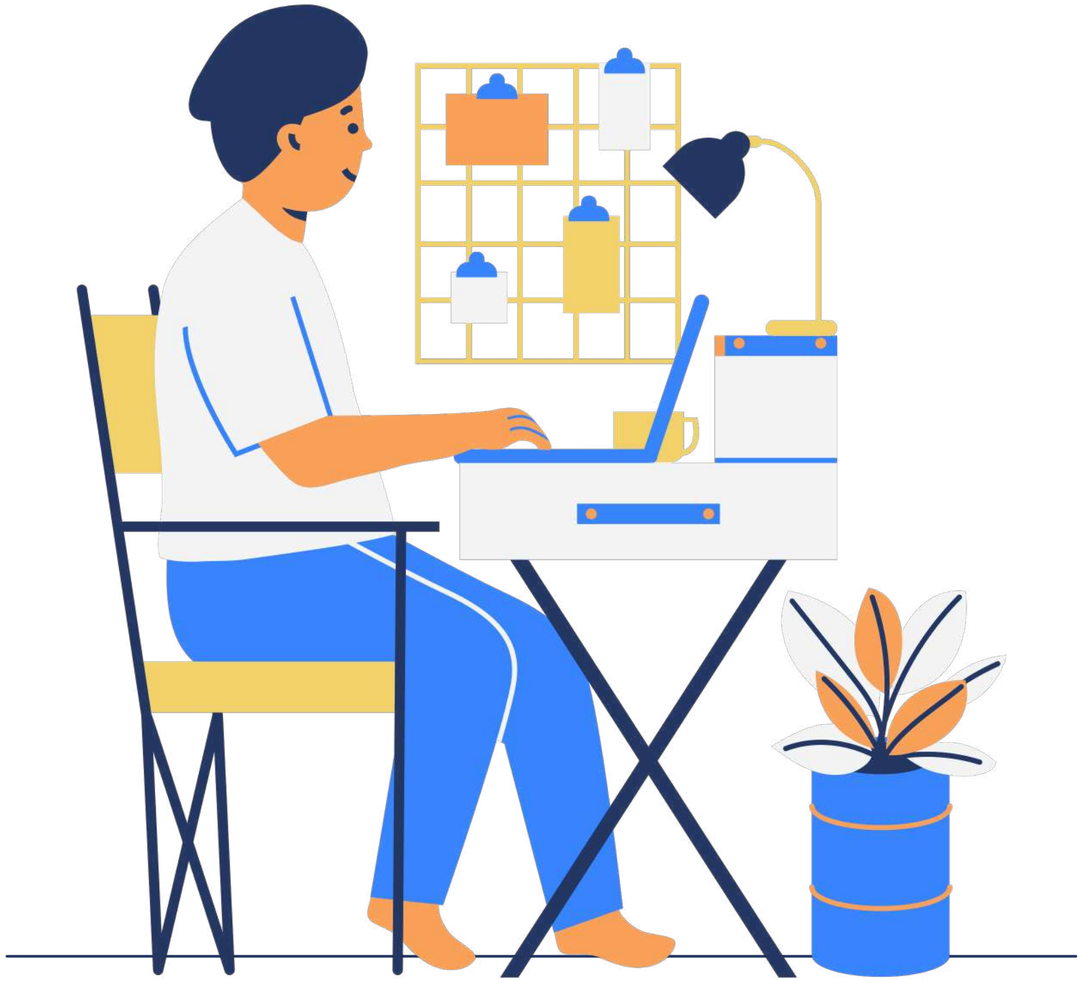
Sharon Warmington

Sharon is an exceptionally effective, committed, and skilled professional with **experience of strategic governance in the private, public and third sector, spanning almost three decades**. As a qualified and experienced trainer, Sharon also founded the **National Black Governors Network,** is a Member of the **Board of Education for the Diocese of Birmingham** and a Member of the **DfE's Advisory Group on Governance**. Sharon also founded the **National Association of School and College Clerks** (NASCC) and supports clerks across the country in skill and knowledge development.

Olivia D. Hinds

Olivia is a **charity trustee**, **LGB governor** and a **private tutor** who joined **Governors for Schools** in December 2022 and in just 6 short months was promoted to become the **Brand and Digital Marketing Manager** for the charity that supports schools across the country. Alongside her role, Olivia continues to **support NASCC, NBGN** and all brands under Education Governance Solutions Ltd, through her **digital expertise and online knowledge**. Olivia is the creator of The **Governors Podcast** which has been **ranked No.4** out of the Top 70 UK Education Podcasts.

NASCC Updates



New Term

- Usual compliance stuff, handbooks and guidance!
- Masterclasses (28 Nov, 20 Mar & 6 Jun)
- Website changes/additions

Membership/Sponsors

- Launched October 2021, access to masterclasses/replays, reduced training costs and coaching/support
- Sponsored/supported by GovernorHub
- Clerks Chronicle - termly!
- Fee increase for 2024

National Certificate

- NASCC's National Certificate in Clerking Practice (NCCP)
- Pilot starts January 2024
- Reduced fee for the first cohort

NATIONAL ASSOCIATION OF SCHOOL AND COLLEGE CLERKS

CPD CERTIFIED
The CPD Certification Service

LET'S GET STARTED

Recruiting Governors

David Ardill, Head of Trustee Recruitment

David joined Governors for Schools having previously worked for more than five years on trustee recruitment in the education sector. David previously worked as a Marketing Manager for British Cycling, the national governing body for the sport based at the National Cycling Centre in Manchester, and was responsible for the delivery of Sky Ride, Britain's largest initiative to get people into recreational cycling, in partnership with Sport England and corporate partners.

Charlie Weston, Senior Partnerships Manager

Having previously worked in volunteer management, community engagement and trustee recruitment in the education and charity sectors, Charlie is passionate about ensuring positive social impact and tackling educational inequalities. Charlie holds a MSc in International Development from The University of Manchester and is a Trustee of a Rwandan NGO that uses localisation strategies to deliver sustainable access to education.

Focus

David and Charlie will discuss how Governors for Schools work with schools and trusts to ensure they find candidates for schools, whilst also providing training and support to ensure volunteers are effective in their role as quickly as possible.

Clerking Services

ATTINGHAM EDUCATION

Emma Woodhouse

For the last decade, Emma has moved from Wolverhampton City Council where she spent 4 years in Governor Services before joining Services 4 Schools as the Training and Development Manager and then leading on projects and developments. Emma left there an started her own business where she now supports schools and trusts in Dudley, Birmingham, Blackburn, Derby, Rotherham, Leicestershire, London Northamptonshire, Solihull, Worcestershire, and Wolverhampton.

Focus

Emma has wide and varied experience in the sector and after building on that experience by creating her own clerking service, Emma will focus her talk on the pros and cons of choosing and using a clerking service for your school or trust.

Breakout 1

Question: What specific support do you feel/think you need over the new term and/or beyond? For example; support in understanding my role, support from the chair to manage communication, support from peers and NASCC in coaching/mentoring to keep me focused on priorities etc

Take notes and add to the GoogleForm

Let's Talk

NATIONAL ASSOCIATION OF SCHOOL AND COLLEGE CLERKS

Apprenticeship Level 4

United Learning
The best in everyone™

Lesley Dolben, United Learning

Lesley is the Head of Local Governance across the trust and as a former head teacher, Lesley also supports school improvement across her trust. Working with her colleagues, they cover audit, legal duties, health and safety, estates and finance. As Head of Local Governance, Lesley is a skilled governance professional, developing robust local governance across the academies and independent schools within United Learning. United Learning is the largest MAT in England with some 99 schools and growing!

Focus

Lesley will talk about how she is leading the creation of an Apprentice Level 4 programme for clerks and governance professionals and what this could mean for the profession as a whole and you as individuals.

Take a Break!

10 mins

Technology and You

GovernorHub

Neil Collins, GovernorHub

Neil Collins co-founded GovernorHub in 2013 and is now in charge of the governance business unit at The Key group. Neil was a Chair of Trustees at a Norfolk MAT for many years and is currently a trustee at a special school in Norwich.

Focus

It’s 2023 and technology is moving at a rapid pace, much quicker than ever before and Neil will focus on the area of technology and its increasing impact on governance which will come to affect us all.

Breakout 2

Question: What specific things are you looking forward to and/or what specific things are dreading? For example; looking forward to; working with the new chair/head, starting in a new school, getting all the declarations and training done without delay. Dreading; chasing governors for their declarations or training or the fact that 3 governors are leaving this year and recruitment is difficult.

Let's Talk

Take notes and add to the GoogleForm

NATIONAL ASSOCIATION OF SCHOOL AND COLLEGE CLERKS

Effective Governance,
Excellent Schools.

GOVERNORS FOR SCHOOLS

TRUSTEE
RECRUITMENT SERVICE
BY GOVERNORS FOR SCHOOLS

What is Governors for Schools and the Trustee Recruitment Service (TRS)

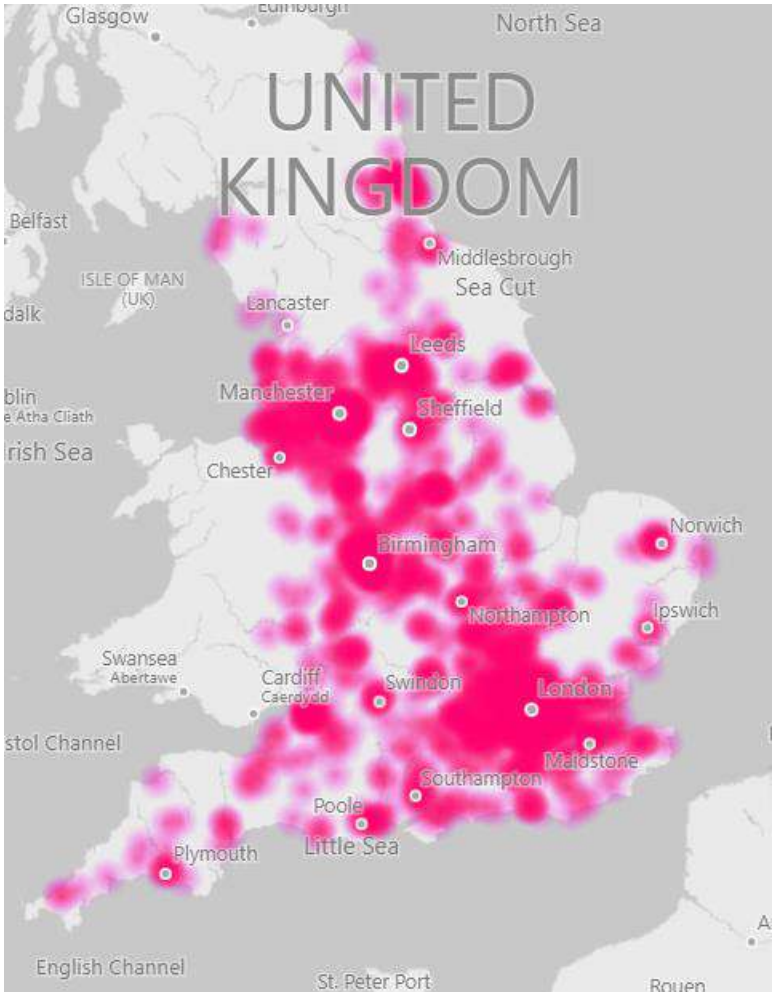
- Independent charity established over 20 years
- Supporting schools across England, and Wales
- Free governor recruitment and matching service
- Bespoke trustee recruitment and matching service
- Focussed on skills-based matching to improve school performance
- Ongoing support to ensure effective governance

GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

Who are our volunteers?

- Diversity of volunteers placed
- Partnerships with large employers
- How we find volunteers

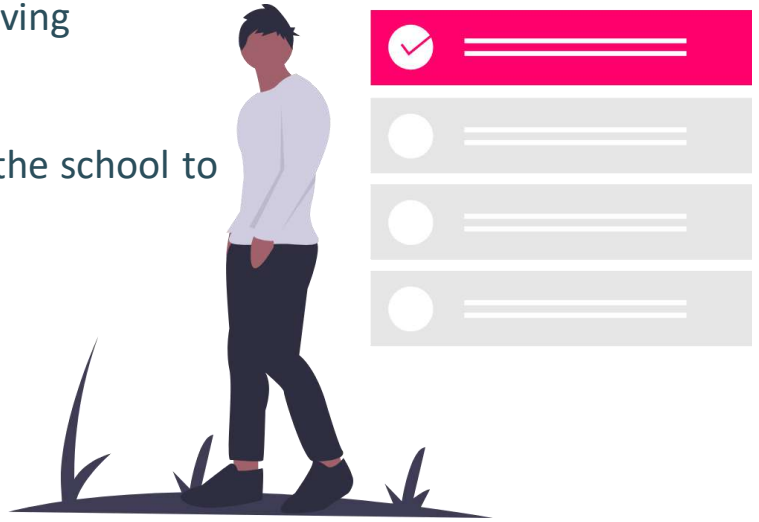


GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

How we work with schools to match governors

1. Register your governor vacancies online using your personal dashboard and tell us what you're looking for in a volunteer
2. We will find volunteers who best match your requirements
3. If both the school and the volunteer are interested in moving forward, we'll make an introduction via email
4. You can then arrange a meeting with the volunteer(s) at the school to talk more about the role.
5. Update us on progress



GOVERNORS FOR SCHOOLS

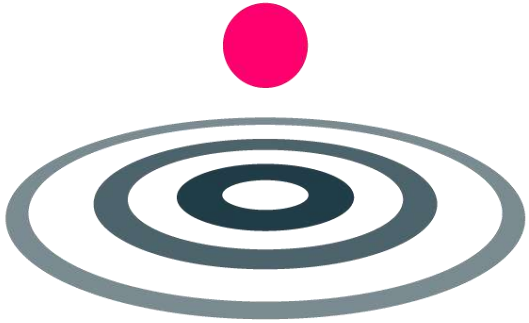
TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

Chair Recruitment Service

- Launching in September 2023
- Pro-active outreach and headhunting to identify suitable volunteers
- Training to improve knowledge of governance and enhance chairing abilities
- Training and mentoring provided by IGovS

GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS



TRUSTEE

RECRUITMENT SERVICE

BY GOVERNORS FOR SCHOOLS

What is the Trustee Recruitment Service (TRS)? And why?

What?

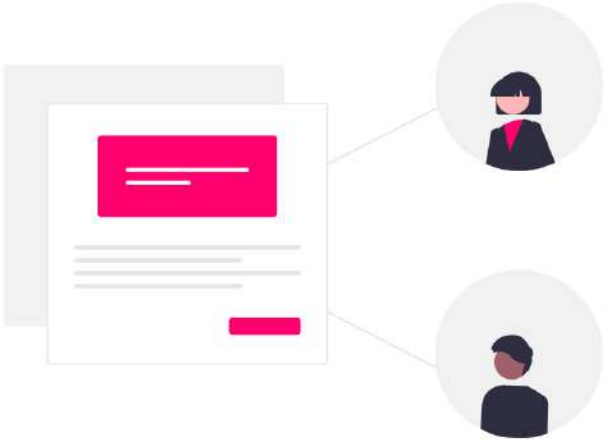
Bespoke headhunt, search and match

Strong, board-level trustees

Paid-for service

Education sector-specific knowledge

Industry partners, corporate and education sector networks



Why?

Independent search – independent trustees

More challenge, stronger board, good governance

Accountability, scrutiny

Fresh perspectives, diversity

GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

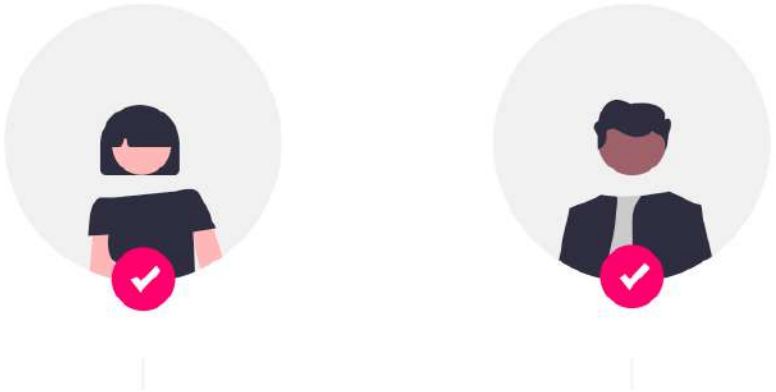
Who's TRS for?

Academy trusts of any size, phase or location

Academy trusts seeking trustees and members, Chairs

LGB and LA-maintained Governor roles continue to access Governor service

We don’t currently support Independent Schools or Universities through TRS



GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

The people we recruit

Seniority – 10+ years of senior or post-qualifying experience

Industry qualifications

Multi-site experience

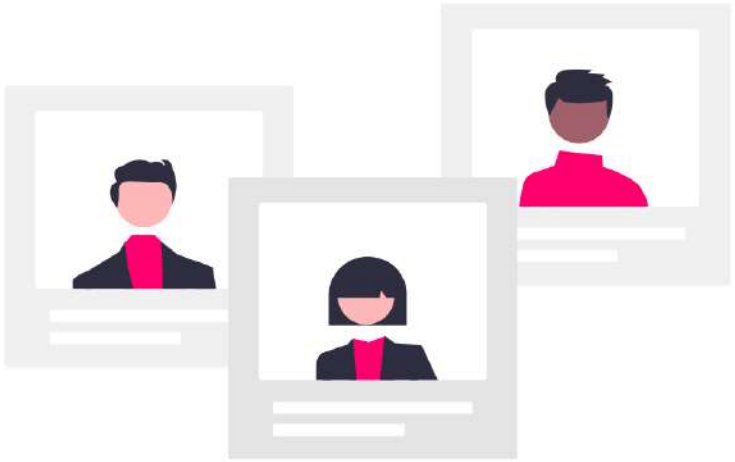
Budgetary responsibility

Board level or strategic decision-making

Previous education/charity governance experience

Consultants with experience in largescale projects

Multitude of skills – and job titles



GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

Why use TRS?

Diagnostic process to help support and identify need

Impartial, but informed, service

Access to quality, independent potential trustees

Production of external collateral/adverts

Networks, corporate partners, headhunting tools

Joined-up governance pathway

GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

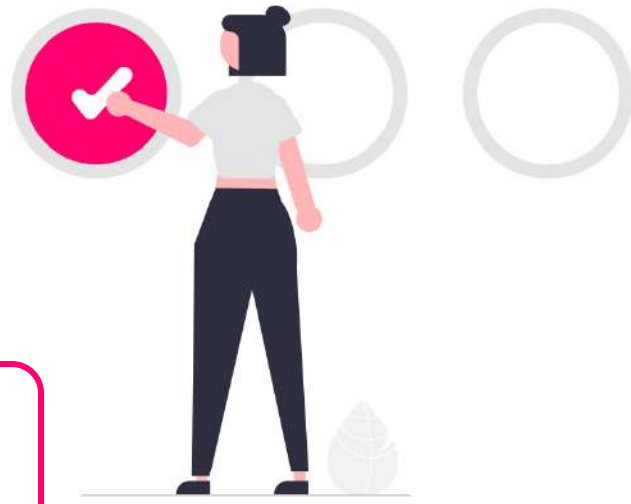
Our search and match activity

Targeted headhunt activity

Corporate partner outreach

External promotion, networks and adverts

Extensive pool of existing, engaged, skilled volunteers



GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

Testimonials

"The Trustee Recruitment Service was easy
to use and our requirements were considered at every step.

We're very happy with the quality of the trustee TRS helped us to find. This is an excellent service allowing us to address gaps on the board and think strategically about succession planning."

InMAT, Northampton

"We used Governors for Schools' TRS after it was recommended to us and we'd exhausted our other recruitment initiatives.

We found the service easy to use and in a short
period of time we had
two potential trustees fitting our requirements."

Great Learners Trust, Buckinghamshire

GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

Pricing – September 2023

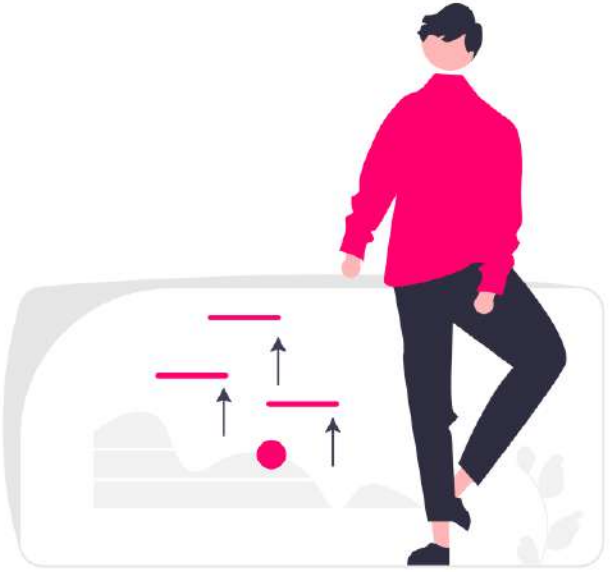
One appointment = £2,500 plus VAT

Two appointments = £4,500 plus VAT

Three appointments = £6,000 plus VAT

Trust invoiced for service after introduction of at least one candidate – second payment due after confirmation of intent to appoint

***Chair of Trustees recruitment activity is priced individually, following initial consultation and assessment of requirement.**



GOVERNORS FOR SCHOOLS

TRUSTEE RECRUITMENT SERVICE BY GOVERNORS FOR SCHOOLS

Questions

TRUSTEE
RECRUITMENT SERVICE
BY GOVERNORS FOR SCHOOLS

GOVERNORS
FOR SCHOOLS

Register online at www.governorsforschools.org.uk

Charles.Western@governorsforschools.org.uk

David.Ardill@governorsforschools.org.uk

ATTINGHAM EDUCATION

Emma Woodhouse
emma@attinghameducation.co.uk
01384 598319

Using a Clerking Service

What does our service entail?

- Production of a draft agenda
  - Prepared using a template (produced by Att Ed per term)
  - We keep a register of your standing items/items requested from the last meeting/items carried forward from the last meeting/items from committees (if we clerk)
- Circulation of draft agenda to Headteacher and Chair (and any others requested).
- Amendment of draft agenda.
- Circulation of agreed agenda, previous meetings and other papers via GovernorHub/Email.
- Attendance of Governance Professional at your meeting.
- Draft set of minutes sent to Headteacher and Chair (and any others requested within 10 school days).
- Amendments of draft minutes
- Updating of membership/committee membership/link Governors
- Liaising with the LA
- Follow-up work

- Declarations of interest
  - Collation of interests
  - Production of a report for uploading to school website
  - Chasing of interests
- Skills Audit (and chasing of the same)
- Register of attendance (and production of a report for uploading to school website)

- 360 degree review of Chair
- Policy Review
- Website Audit
- All our clerks have achieved the clerks accreditation or are working towards it.

ATTINGHAM EDUCATION

The downside of using a clerking service (from our customers)

Our Clerk is not based at school; therefore, we have to telephone or email and cannot just visit you in an office.

Sometimes the Clerk does not know the layout of the school and we feel that this can be a disadvantage as they are sometimes unclear of the issues we are having in particular with buildings.

Sometimes the Governance Professional is unavailable during the day as they are at another school, and we have to wait for an answer to a question.

We have had two different clerks this academic year

The Clerk doesn't know staff names, when we refer to them by first name in a meeting, they then have to ask us their surname and we find this annoying

The positives of using a clerking service (from our customers)

You have greater knowledge of the law than any clerk we have ever employed

Connections - when we needed an IRP, the company was able to source a panel

Experience - because you do this day after day your experience is second to none

We know that statutory items are included on our agenda, and we don't have to worry that we are not doing what we should!

You have a bank of resources that you have produced or can share from other schools which our previous Clerk did not have

Discounts - it is cheaper to purchase GovernorHub through our Clerking service

You tailor the service to us

Being able to get rid of Governors that do not attend meetings.

Sickness cover - if our Clerk was absent then we had to have a Governor to Clerk, now you send a replacement

Independence - our previous clerk was a nightmare in staff disciplines or pupil exclusions as they knew most of the parents.

Emma Woodhouse
emma@attinghameducation.co.uk
01384 598319

Technology and You

Neil Collins, Founder and MD GovernorHub

NATIONAL ASSOCIATION OF SCHOOL AND COLLEGE CLERKS

GovernorHub

“What is tech going to mean for governance professionals over the next few years?”

On GovernorHub.....

Headlines

Last year

- Integrating GovernorHub Knowledge
- Online training
- Diversity Reporting

Coming up

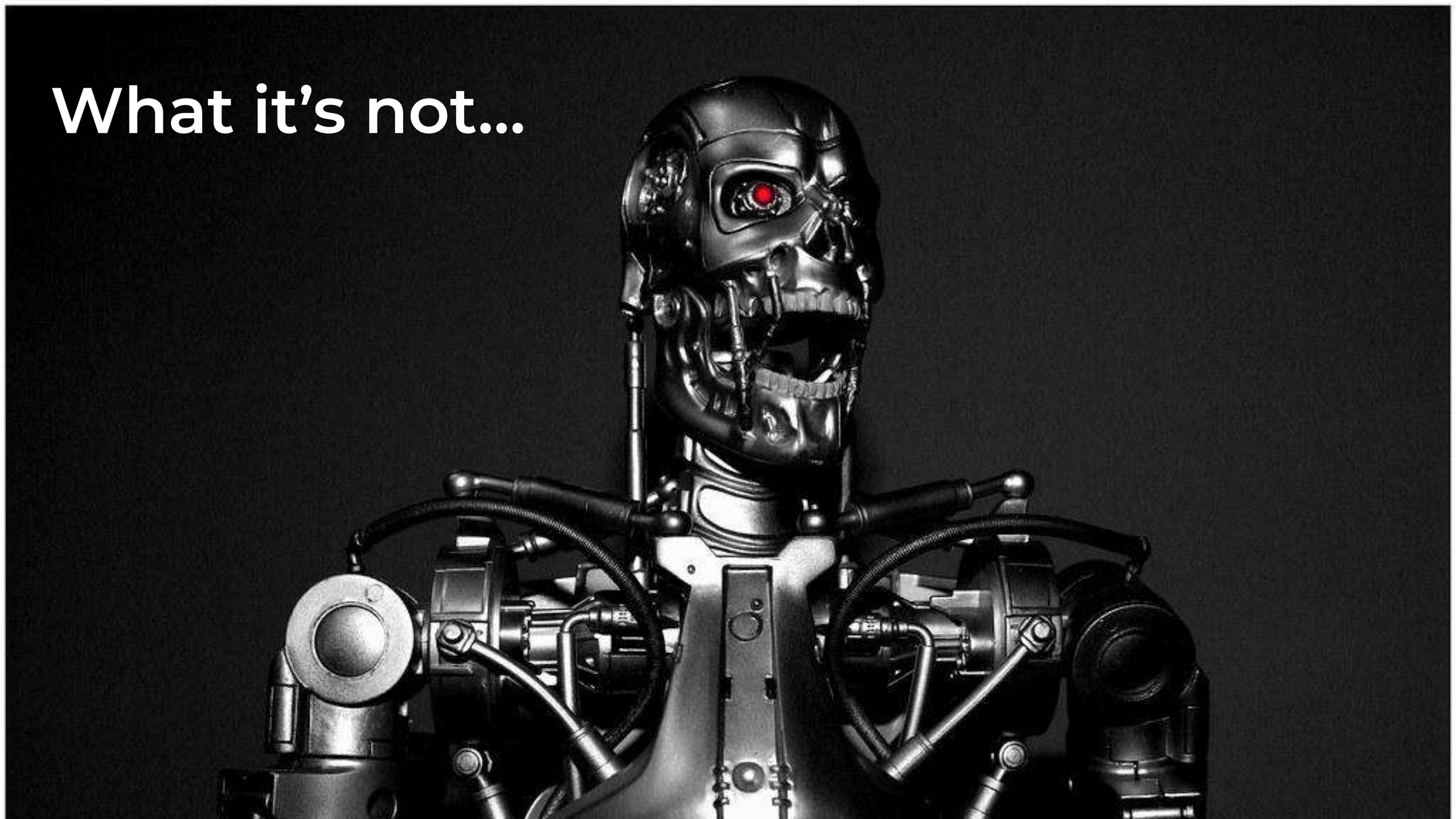
- More MAT-wide features and content
- Multi-factor authentication
- Revamp of the app

More Widely.....

The era of AI

(and what it means for us)

What it’s not…



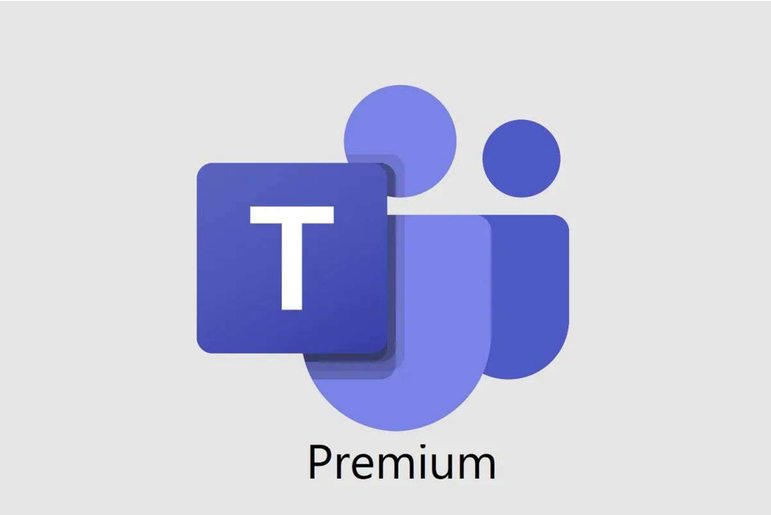
What it is..

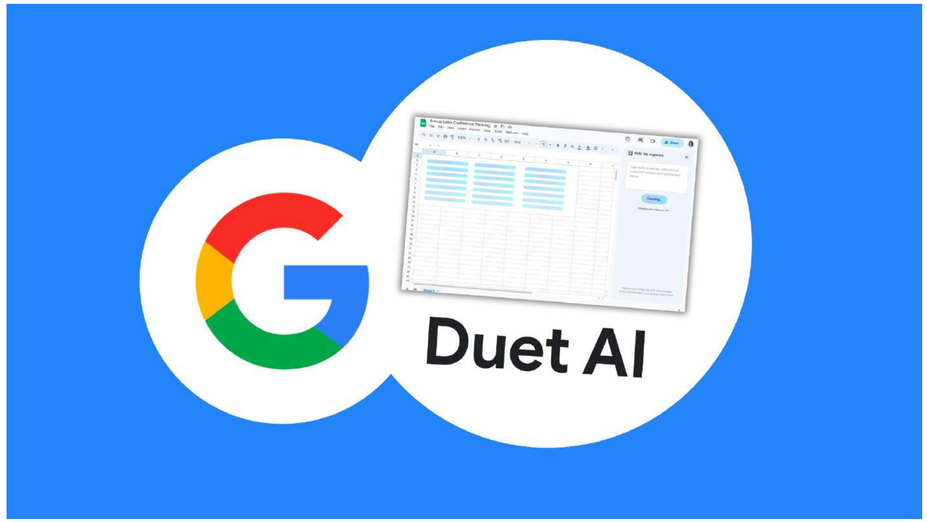
Large Language Models

- Trained on vast (billions)
- Predictive : “What word is most likely to come next….”

Incredibly effective but suffer from “Hallucinations”
(statements that sound plausible but are inaccurate)

Main application : “minute” taking





Teams Premium

Google : Supernormal (works in Teams, Meets and Zoom) and Duet AI (Meets)

Supernormal:

“Patchy” Transcript

Test meeting

jo.phillips & Neil Wednesday, August 30th @ 2:30 PM 2 min

Notes **Transcript** Copy transcript

Edit transcript

Josephine P.

How is this working? Well, transcribing and taking notes allegedly.

Neil C.

Yeah, well, I think because Well, but the challenge where those no actually appear, if you finish, I found a transcript. Mondays.

Team meet, let me show you that. The headlights. So this would claim to be that

transcript.

Josephine P.

Wow.

Neil C.

But the whale bit is look is the summary.

Josephine P.

oh, what would be interesting is to ask. What's the name of the news for the bullet points for her thing? I'm doing comparing contrast

Neil C.

So it also interesting to see what from this summary. She would have added or not, you know, is that a good summer? I guess is the point.

Supernormal:

Surprisingly good Gist and Summary

(will also try to pull out Actions)

Test meeting

jo.phillips & Neil Wednesday, August 30th @ 2:30 PM 2 min

Notes Transcript Copy notes Template: General

The Gist

Two colleagues discussing a project related to documentation. They are using a website/platform called "Super Normal" to access notes/transcripts.

Summary

- The conversation is about transcribing and taking notes, indicating that the individuals are discussing a task or project related to documentation.
- They mention accessing a website or platform called "Super Normal" to retrieve the notes or transcript, indicating that they are using technology to assist with their work.

Likely use…

- Use it as an automated note taker
- Unlikely to produce quality minutes so (significant) editing still required
- Won’t provide guidance or necessarily identify who said what for many years / decades
- Have a care with data use, storage, etc. (normal GDPR rules apply)

Thank you

GovernorHub

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CHAT GPT & GOVERNANCE

SHARON WARMINGTON | 1ST SEPTEMBER 2023

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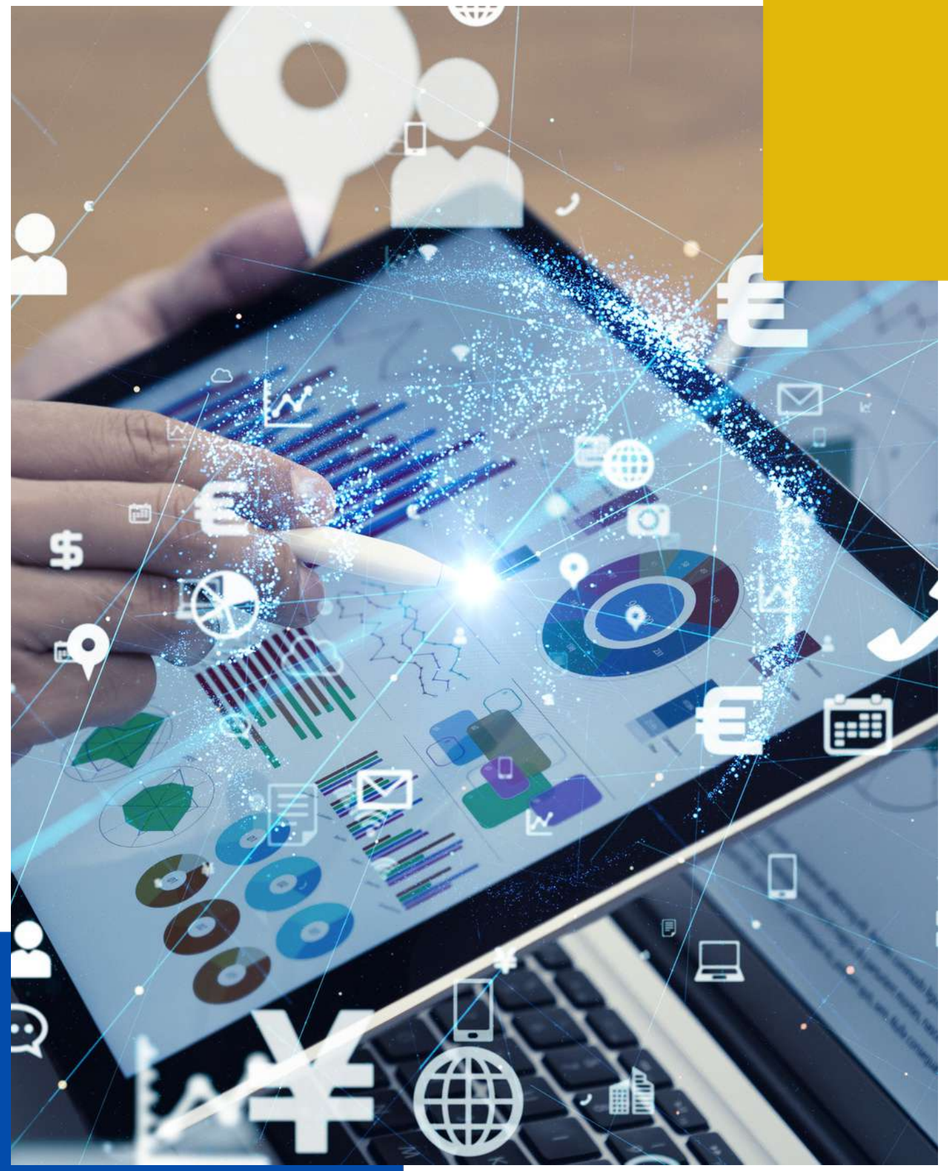

OVERVIEW

Encouraging clerks and governance professionals to use technology

- Understand what ChatGPT is
- Explore the advantages of using ChatGPT in governance practice
- Discuss potential disadvantages and ethical considerations
- Conduct a live demo with sample prompts

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WHAT IS CHAT GPT?

In simple terms, Chat GPT is ....

- An AI-powered language model
- A tool for natural language processing and generation
- Pre-trained on a vast amount of text, making it knowledgeable
- Has the capacity for generating human-like text

Terminology

GPT = Generative Pre-trained Transformers

LLM = Large Language Model

ChatGPT

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OTHER TOOLS

Claude

当店 No.3

Bing

当店 No.2

当店 No.1

ChatGPT

tome

Whatever you want to say, Tome helps you figure out how to say it, without losing the nuance or struggling for hours with design and formatting.

COMPOSE AI

Compose AI is a Chrome extension that cuts your writing time by 40% with AI-powered autocompletion and text generation.

wordtune

Wordtune puts your thoughts into words through clear, compelling and authentic writing. A free rephrasing tool that works anywhere you do and levels-up your writing

Spend way too much time answering questions? Scribe AI turns your processes into visual step-by-step guides, so you can focus on the work that matters.

perplexity

An AI-chat-based conversational search engine that delivers answers to questions using language models. This is the combination of Google and ChatGPT.

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DON'T FEAR CHANGE

If we didn't embrace technology, we'd still be using fax machines and transferring calls through manual switchboards!

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ADVANTAGES

- **Efficient Information Retrieval**
  - Saves time and can quickly provide information on rules, policies, and regulations
- **Automating Routine Tasks**
  - Can automate tasks like drafting emails or reports with the potential for reducing administrative burdens
- **Enhancing Decision-Making**
  - Can provide data-driven insights for informed decision-making and it can analyse data or trends
- **24/7 Accessibility**
  - Available round the clock, improving accessibility and is useful for urgent queries

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DISADVANTAGES

There’s always an opposite to a positive, so let’s take a look at some of the natural ‘disadvantages’ to Chat GPT and AI in general.

- **Bias and Fairness**
  - Risk of bias in AI models therefore it’s important to ensure fairness in governance
- **Privacy and Data Security**
  - Protection of sensitive data when using AI tools through data encryption and secure practices
- **Loss of Human Touch**
  - Overreliance on AI can reduce personal interactions so balance AI and human involvement
- **Technical Limitations**
  - Might not always provide accurate or context-aware responses so verification is important

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Live demo

Suggested prompts:

- "Generate a brief summary of UK education governance principles."
- "Can you draft an email to inform staff about a policy change?"
- "Provide statistical insights into recent enrolment trends."
- "What are the ethical considerations when using AI in education governance?"
- "Explain how ChatGPT can help in crisis management within the education sector."

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LONGER PROMPTS

For clerks/governance professionals

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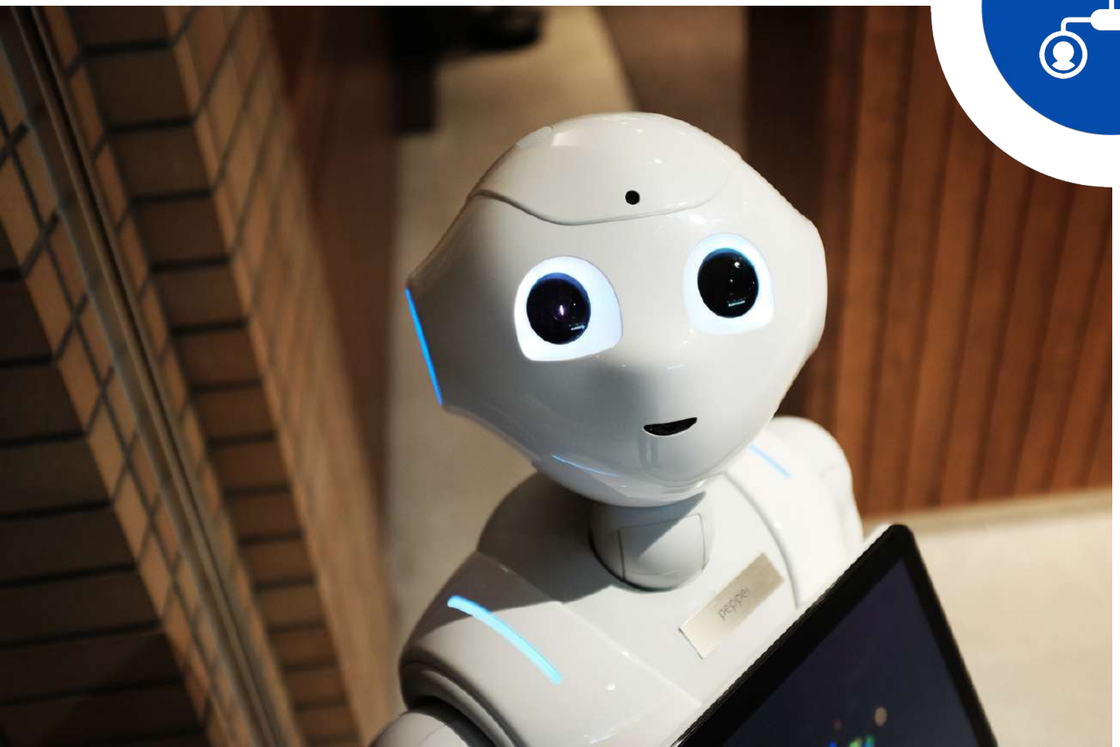

You are a clerk to the governing board in a uk school. Draft a 300 word governance report based on the following information and ask any questions as necessary to support the response. There have been 6 governing board meetings but attendance has been poor. Communication from the clerk via email often goes unanswered and the clerk regularly struggles to put exclusion panels together within the legal timeframe. When virtual meetings take place, governors turn their cameras off and it is clear that papers are not read in advance. The clerk is aware that governors are volunteers and do try to commit but we need to fully understand the issues and find a solution to move forward. Reference the code of governance and governors handbook to emphasise the need for governor engagement.

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YOUR NEXT STEPS...

Download ChatGPT

Go to www.openai.com and register for a free account and have a play via desktop, laptop and/or mobile device.

Use it

Make a date with yourself weekly/fortnightly to purposefully use AI to get into the habit. *AI will not replace you, but someone who uses AI will!!*

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THAT'S IT

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