

HANDOVER

In order for the Clerking Service to run smoothly it is essential that there are clear administration processes in place. One area to highlight is the situation where one clerk leaves a school and is replaced by another clerk. We must ensure that the school experiences a seamless and straightforward handover. In order to achieve please can you remember the following guidelines:

- If you wish to cease clerking for a school, please inform Julian Hehir in the first instance. We require a notice period of at least one term. You will need to give Julian the dates and times of all the remaining meetings that require clerking. This will enable Julian to seek a permanent replacement as soon as possible. Please note that until a permanent clerk has been found or you have reached the notice period, you are still the named clerk for the school and therefore responsible.
- Once you have notified Julian and received a response, please let your Chair and Head know that you will be leaving (copy Julian into your e mail) and that you have notified Governor Services who will find a replacement clerk. Please ensure that you maintain correspondence with the Chair and Head until the new clerk is in place and this has been confirmed by Julian.
- Please provide the new clerk with a copy of your last agenda and minutes and exchange an e mail/telephone handover with the new clerk.

Schools subscribe on an annual basis and are entitled to receive an efficient, consistent service. We need to ensure that governing bodies are not left without a clerk and are happy to subscribe for the next year!

Vicky Roberts
Senior Admin Officer/Team Leader
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