**CLERKING DEVELOPMENT PLAN (CDP)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | |  |  | | |
| **Name:** | XXXX | | | **Date Range:** | Jan 2018 to May 2019 | | |
| **Employer:** | XXXX | | | **Mentor:** | XXXX | | |
| **Self-evaluation:**  ***Clerking Competency areas of strength*** | Competency 2: Administration  • Minutes capture key points. Record challenge. Actions highlighted  • Statutory information on website and companies House is kept up to date systematically.  Competency 4: People  • Has good working relationship with CEO and Chair. | | | **Academies/ Schools Clerked:** | XXXX | | |
| **Self-evaluation:**  ***Clerking Competencies for development*** | Competency 1: Understanding Governance  • Improve knowledge in all areas of Academy Governance  Competency 3: Advice and Guidance  • Consequently, not always confident in giving advice and guidance | | | **Self-evaluation:**  ***Describe how you involved the boards you work with to inform your self-evaluation*** | Share competency evaluation with Chair and CEO | | |
| **Objective** | **Activities** | **Success criteria** | | **Monitoring evidence** | **Time scale** | **Evaluation** | **RAG** |
| 1. Develop knowledge and understanding of Academy Governance so that advice is given to board. | Read and brush up on Academies Handbook  Academies Financial Regulations | * Greater confidence in Academy governance. * Use of Academy terminology. | | * Feedback from Governors and HT * Completing follow up research from training. | Sept 2018 | Met with Trust Chair- performance review and objectives for next 12 months. | R |
| 2. Annual Planner | Create an Trust agenda | * Create Planner | | * Agenda |  |  |  |
| 3. Understanding Advice and Guidance | Create a list/ directory of advice centres |  | | Directory creation |  |  |  |
| **Development Activity** | | **Date** | **Completed** | **Mentor Sessions** | **Time and Date arranged** | | |
| Understanding Governance: Academies | |  | Y/N | * Self-evaluation and Clerking Development Plan | Webinar  Recorded training completed 02.04.19 | | |
| Clerking Advice and Guidance | |  | Y/N | * Self-evaluation and Clerking Development Plan | Webinar  Recorded training completed 03.04.19 | | |
| Administration | |  |  |  | Webinar  Recorded training completed 04.04.19 | | |
| Finance | |  |  |  | Webinar  Recorded training completed 05.04.19 | | |
| Writing effective minutes | |  |  |  | Webinar  Recorded training completed 06.04.19 | | |
| **Impact on Clerking Knowledge and Skills** | | | | **Impact on effective and efficient governance** | | | |
| * Greater awareness of Academies Financial Handbook * Awareness of finding relevant governance information * Greater knowledge on Companies House and DfE Schools information * Managing the Meetings calendar of the Board’s Finance and Risk Committee, ensuring appropriate agenda items are highlighted and discussed, i.e. Risk Register, Financial reports deadlines. * Ensuring meetings are minuted accurately, with succinct and clear information noted and challenges recorded effectively. | | | | * Being more confident in advising/informing Trustees * Informed Board, able to make decision in compliance with regulation * Updating relevant databases in line with requirements * Scrutiny of Trust Finances, reported to the Board by the Finance Committee Chair * Effective compliance with Ofsted requirements. | | | |
| **Area/s for further development in the next cycle** | | | | | | | |
| Met with Trust Chair, for a performance review and set up an objectives for the next 12 months, which includes:  • Review structure of LGBs, with X, in particular review effectiveness of X School LGB, with NB.  • Ensure Governing Bodies have the required numbers, in line with Scheme of Delegation-and seek to recruit new governors as and when required. All new governors are subject to approval by the XXXX Board, except parent governors who are elected by parents.  • Ensure trust meetings administration is effectively carried out.  • Put in place Compliance Reporting template, to ensure all reporting requirements are brought to the meetings.  **•** Ensure a rolling programme of training for Governors and trustees, to include annual safeguarding and Prevent training. Liaise with CEO as required. Ensure Trustees and Governors are regularly informed of and asked to visit The Key, as part of their ongoing CPD on governance**.** | | | | | | | |