Introduction to Clerking
List of modules

Module	Title	Summary description	Approximate study time
Intro	**Welcome to the introduction to clerking programme**	A welcome and short introduction to the aims and purpose of the programme, summarising what each module covers, how you will learn and what you need to do to complete the programme.	10 minutes
1	**What does the governance professional do?**	An outline of what is expected of modern governance professionals when they start in the role and as their career develops.	40 minutes
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.	40 minutes
3	**How to: clerk in different types of school organisation**	This module provides an outline of the many types of school organisation and the impact of this for the governance professional	20 minutes
4	**How to: find and use key 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	30 minutes
5	**How to: arrange meetings**	Effective governance is based on boards working together in well run meetings. This module demonstrates how the governance professional can help with the scheduling, agenda setting and organisation of meetings.	20 minutes
6	**How to: minute a meeting effectively**	Producing minutes that accurately summarise the meeting and are compliant is no easy task and this module provides a step by step walk through the process looking at the skills techniques and behaviours involved.	40 minutes
7	**How to: manage information and documents**	Keeping and filing accurate and up to date records of minutes, board members and other business in a way that complies with the law, policy and best practice is a key responsibility of the governance professional. This module provides an overview of requirements and an approach to doing the task well.	10 minutes

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.	30 minutes