

## What we do and how to contact us

### Governor Services

The aim of the Governor Services is to provide high quality information, training, advice and support to governing bodies to enable them to contribute effectively to school improvement.

We do this by:

- ensuring that governors are kept up to date with education legislation and their legal responsibilities by disseminating information to governing bodies which is relevant and understandable;
- providing a clerking service which administers the agenda, undertakes the minute taking and follow up work, and provides a clerk to advise governors at their meetings;
- providing guidance on educational and procedural issues and sharing examples of good practice;
- providing training courses and development opportunities for governors
- and governing bodies;
- assisting with the recruitment of governors;
- enabling governors to undertake their roles and responsibilities confidently and effectively.

### The Team:

Melonie Hussey, Governor Services Manager

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Sue Bruce, Governor Services Officer. Sue is responsible for leading and managing the work of the team and manages the clerking service and the appointment of governors.

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Penny Giraudeau, Governor Development Officer. Penny is responsible for the governor development programme.

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Fiona Vines, Senior Clerk to Governors. Fiona manages the clerking team and is a Clerk to Governors.

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Clerks to Governors act as clerk to many individual governing bodies.

### Clerks

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