

Children, Young People and Families

Further to the recent re-alignment, changes have been made to the Governor Support and Training Service.

David Challen, Governor Support & Training Consultant is now a member of the Workforce Development & Governance Service and can be contacted on 770 3424.

The remaining members of the service are now part of the Governor Support Team within the Business Support Service.

The team, together with their key responsibilities and contact details are listed below.

The team can be contacted by email as follows: gst@oldham.gov.uk

NAME	POST	KEY RESPONSIBILITIES	TEL NO
Karen Holmes	Senior Business Support Officer	Provision of support and advice to school governors, Headteachers and departmental staff. Responsibility for the coordination of the governor training and support programme. Appointment, re-appointment and resignation of governors. Monitoring of attendance at governing body meetings. Provision of the termly draft agenda and pro-forma minutes. Support the servicing of link governor network and Oldham Governors Forum meetings. Development of the governors newsletter. Authorised signatory for List 99 and CRB checks.	770 1629

		<p>Responsibility for the budgets.</p> <p>Responsibility for managing the staff within the team.</p>	
Val Marsden	Business Support Officer	<p>Provision of support to school governors, Headteachers and departmental staff.</p> <p>Preparation of termly draft agenda.</p> <p>Preparation and distribution of proforma agendas and support papers to Headteachers and Chairs.</p> <p>Preparation and distribution of agendas and support papers to governing bodies.</p> <p>Co-ordination of the advisory and clerking service.</p> <p>Authorised signatory for List 99 and CRB checks.</p> <p>Responsibility for the termly mailshot.</p> <p>Supporting the delivery of a governor-training programme.</p> <p>Production of a termly list of governing body meetings.</p>	770 3639

Kim Hartley	Business Support Admin Assistant	<p>Provision of support and advice to school governors, Headteachers and departmental staff.</p> <p>Liaise with Human Resources regarding the processing of List 99 and CRB checks.</p> <p>Co-ordination of the election process for parent and staff governors, including preparation of election papers.</p> <p>Maintaining the committee membership database.</p> <p>Responsibility for sending draft minutes to Headteachers and Chairs.</p> <p>Assist with the preparation and distribution of agendas.</p> <p>Assist with the support and delivery of the governors training programme.</p> <p>Maintaining the governors library and resource materials.</p>	770 1624
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Janet Evans	Business Support Clerical Officer (job share) Monday, Tuesday and Wednesday (am)	Word-processing of governing body minutes. Provision of clerical support for the Governor Support Team. Booking places on training courses. Preparation of training packs. General enquiries.	770 1628
Joan Wilson	Business Support Clerical Officer (job share) Wednesday (pm), Thursday and Friday	Word-processing of governing body minutes. Provision of clerical support for the Governor Support Team. Booking places on training courses. Preparation of training packs. General enquiries.	770 1628
Sue Carroll	Business Support Clerical Officer (25 hours term-time only)	Word-processing of governing body minutes. Provision of clerical support for the Governor Support Team. Booking places on training courses. Preparation of training packs. General enquiries. Responsibility for sending confirmation letters to governors booked on training courses. Liaison with course tutors.	770 3640