

## ESSEX CLERKS' ASSOCIATION UPDATE – DECEMBER 2020

Well - what a strange year it has been! This time last year who could possibly have predicted the outcomes that we've seen for 2020? Our lives have all been completely turned upside-down, but let's hope that we can all return to some form of "normal" as soon as possible in 2021.

We congratulate you on what you have achieved with your school(s) during this eventful year and wish you and yours a Happy Christmas and a Merry – AND SAFE – Covid-free New Year.

Now... onto the latest news from the Essex Clerks' Association. As you know, we're here to help, guide and support you in your important – yet difficult and lonely - role, so please don't hesitate to contact one of the Executive Committee members below if you need help or advice.

### 1. Clerks' Information Updates

Our next Clerks' Information Update – again a "virtual" Update by Zoom – will be held on **TUESDAY 12 JANUARY 2021 at 5.00 p.m.** As always, **every** Clerk is welcome to attend. Please register your interest **prior to the meeting** with our Secretary, Sue Leek at [secretary@essexclerks.org](mailto:secretary@essexclerks.org).

Future Clerks' Information Updates will be held as follows – book the date in your diary and register to reserve a place now:

Summer 2021: Tuesday 20 April 2021 at 5.00 p.m. *This will also be the ECA's Annual General Meeting.*

We hope you will join us at these meetings, which are completely FREE to you as a Clerk: simply "reply" or register your interest with our Secretary, Sue Leek at [secretary@essexclerks.org](mailto:secretary@essexclerks.org).

### 2. Annual Clerks' Conference

Our Annual Conference is scheduled for **TUESDAY 11 MAY 2021** at the JobServe Community Stadium (formerly Weston Homes), Colchester. Further details to follow, but **reserve your place NOW!** - [bookings@essexclerks.org](mailto:bookings@essexclerks.org)

...and now, an important message for YOU ...

### 3. Clerks' Wellbeing

These are tricky times for everyone but none more so than for those people who work alone in isolated jobs outside of a school or office environment. This is only too true for many clerks who routinely work from home. Contact with governors has changed from regular meetings in schools with the opportunity to chat over a cup of tea and biscuit to the workable but rather impersonal use of Teams or Zoom from the isolation of one's own home. This, along with the general Covid situation, may well have left you feeling more isolated or unsupported than previously.

Many scenarios have arisen for the first time over recent months which affect governance and it is always useful to have another person's view on what should or

could be done. That is what the ECA is here for, using years of knowledge from past clerking experience (sometimes too many!) or knowing where to look or who to ask, we can help address your issues and come back with advice which may simply confirm your own thoughts or suggest other possible ways forward. You may just need to have a chat with someone who is in similar circumstances and will understand how you may be feeling.

The primary aim of the ECA is to support clerks in Essex, so do please feel free to reach out for our help in you need us. Contact in the first instance can be made through our Communications Officer, Angela Fuller, via:  
[communications@essexclerks.org](mailto:communications@essexclerks.org)

Keep safe and well!

Other areas of personal wellbeing support:

<https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/#TakeCareOfYourMentalHealthAndWellbeing>

<https://www.annafreud.org/media/11242/looking-after-each-other-ourselves-final.pdf>

<https://www.nhs.uk/oneyou/every-mind-matters/>

<https://www.mentalhealth.org.uk/coronavirus>

#### 4. Governance during the Coronavirus Pandemic



See our important advice and guidance about the organisation of meetings of Trusts, Governing Bodies and Committees that was set out in our April 2020 Newsletter, a copy of which is also on the ECA website - [www.essexclerks.org](http://www.essexclerks.org)



#### 5. ECA Executive Committee

Chair:	Tina Weavers	<a href="mailto:chair@essexclerks.org">chair@essexclerks.org</a>
Treasurer:	Marion Myers	<a href="mailto:treasurer@essexclerks.org">treasurer@essexclerks.org</a>
Minutes Secretary:	Sue Leek	<a href="mailto:secretary@essexclerks.org">secretary@essexclerks.org</a>
Communications:	Angela Fuller	<a href="mailto:communications@essexclerks.org">communications@essexclerks.org</a>
Membership Secretary:	Peter Bates	<a href="mailto:membership@essexclerks.org">membership@essexclerks.org</a>
Committee:	Chris Orme	
Committee:	Wendy Newton	
Website:	Tina and Angela	
Observer:	Lorraine Cross	
Observer:	Karen Willis	

#### 6. Essex Clerks' Association

We are grateful to those schools that subscribe to ECA to enable us to provide support to all Clerks throughout the geographical area of Essex. If you would like to support the work of the Association please let our Treasurer, Marion Myers, know on

[treasurer@essexclerks.org](mailto:treasurer@essexclerks.org): the current subscription is just £15 p.a., with the membership year from 1 April. School Business Managers have been sent a proforma invoice for 2020/2021, but another one is attached if you would like to ensure your school(s) supports the work of the Association.

If you know of a Clerk in geographical Essex (including Southend and Thurrock) who would like to be added to our distribution list; if your details have changed; or if you no longer wish to receive our messages [or if you are lucky enough to receive them more than once!], please let our Membership Secretary (Peter Bates) know on [membership@essexclerks.org](mailto:membership@essexclerks.org). Thanks!

***Don't forget that you can find the latest governance news, plus many useful documents on the ECA website: [www.essexclerks.org](http://www.essexclerks.org)  
Keep checking – and STAY SAFE!!***

Peter Bates  
Membership Secretary  
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