**ESSEX CLERKS’ ASSOCIATION UPDATE – APRIL 2021**

Well, Coronavirus continues to affect our lives but light is now – hopefully – at the end of the tunnel. In the meantime, life goes on with appropriate and necessary changes being made to the ways we live and work. Keep up your spirits, keep safe – and look forward to the summer holidays!!

Here is the latest news update from the Essex Clerks’ Association, including details of our forthcoming AGM, Clerks’ Information Updates, and a welcome return of our Annual Conference on 19 October 2021.

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 Summer term “virtual” Clerks’ Information Update is being held virtually by Zoom on **TUESDAY 20 April 2021 at 5.00 p.m.**

This will also be the ECA’s **Annual General Meeting – SEE BELOW**

The next Clerks’ Information Update – and the first one for the new academic year - will be held on **Tuesday 7 September 2021 at 5.00 p.m.** Venue to be confirmed in due course, but probably also a virtual meeting. We will let you know the arrangements for future Clerks’ Information Updates in due course.

As always, **every** Clerk is welcome to attend these meetings, which are completely FREE to you as a Clerk, but please register your interest **prior to the meeting** with our Secretary, Sue Leek at [secretary@essexclerks.org](about:blank).

1. **ECA Annual General Meeting**

Formal notice is given that the Annual General Meeting of the Essex Clerks’ Association will be held virtually via Zoom on **TUESDAY 20 APRIL 2021 at 5.00 p.m.**

An Agenda for the AGM is attached, together with:  
 Minutes of last AGM [19 May 2020]

ECA Constitution

The Annual Accounts will be available in due course, or at the meeting. It is not proposed to increase the subscription to the Association for 2021/2022 [currently £15.00 per school].

The current ECA Executive Committee [to the AGM] is as follows:

|  |  |  |
| --- | --- | --- |
| Chair | Tina Weavers | [chair@essexclerks.org](about:blank) |
| Vice-Chair | Chris Orme |  |
| Treasurer and conference lead | Marion Myers | [treasurer@essexclerks.org](about:blank) |
| Minutes Secretary | Sue Leek | [secretary@essexclerks.org](about:blank) |
| Membership Secretary | Peter Bates | [membership@essexclerks.org](about:blank) |
| Communications Officer | Angela Fuller | [communications@essexclerks.org](about:blank) |
| Member | Wendy Newton |  |
| Member | Karen Willis |  |
| Member | Emma Simmons |  |
| Member | Lorraine Cross |  |
| Website | Tina & Angela |  |

1. **Annual Clerks’ Conference**

Our Annual Conference [originally scheduled for 11 May 2021] has now been booked for **TUESDAY 19 OCTOBER 2021** at the JobServe Community Stadium (formerly Weston Homes), Colchester from 9.00am until after lunch [included] at around 1.00 p.m.

Our Guest Speaker will be **Pam Langmead**, who is well-known to many Essex Clerks and is highly experienced and respected in school governance and is an excellent speaker.

A flyer is attached and further details of the workshops etc. will follow in due course, but please **reserve your place NOW! -** [bookings@essexclerks.org](about:blank)

1. **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](about:blank)

Your personal wellbeing is also vitally important, particularly during these difficult times with the Pandemic. Please see the guidance that was circulated in our November 2020 Newsletter [also on the website].



**Please:** **STAY SAFE!!**

1. **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.  Please encourage your school(s) to subscribe, so that we can continue to support you in your important role.

If you would like to support the work of the Association please let our Treasurer, Marion Myers, know on [treasurer@essexclerks.org](about:blank): the current subscription is just £15 p.a., with the membership year from 1 April. School Business Managers will be sent a proforma invoice for 2021/2022 in due course, but please let us know if you would like another one to ensure your school(s) support 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](about:blank). Thanks!

***Don’t forget that you can find the latest governance news, plus many useful documents on the ECA website:*** [*www.essexclerks.org*](about:blank)

***Keep checking – and STAY SAFE!!***

Peter Bates

Membership Secretary

Essex Clerks’ Association

*32 Kelly Road, Bowers Gifford, Basildon, Essex, SS13 2HL*

[*membership@essexclerks.org*](about:blank) */* [*linda\_peterbates@tinyworld.co.uk*](about:blank) *01268 916289*