

Job Outline

POST TITLE:	Clerk to the Governors
GRADE:	Grade 7
CONTRACTUAL ARRANGEMENTS:	
ACCOUNTABLE TO:	Chair of Governing Body

Main purpose of role is to:

- Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements

Key Accountabilities:

To carry out all administrative duties to ensure the smooth running of Full Governing Body and other committee meetings, including, but not limited to:

- Liaise with the Chair of Governors, Head Teacher and Committee Chairs to prepare agendas
- Distribute agendas and papers at least 7 days prior to the meeting
- Attend meetings, take minutes and ensure minutes are distributed as required
- Ensure meetings are quorate
- Record the attendance of governors at meetings and take appropriate action in relation to absences.
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the Headteacher
- Circulate the reviewed draft to all governors (members of the committee), the Headteacher (if not a governor) and other relevant bodies, such as the Trust as agreed by the governing body and within the timescale agreed with the governing body
- Follow-up any agreed action points with those responsible and inform the chair of progress

- To ensure the schedule of meetings for Committees and Full Governing Body meetings is set, timetabled and communicated to all Governing Body members;
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
- To give support and advice to new Governors, and those taking on new roles (e.g. Chair), ensuring they have essential documents and access to appropriate training;
- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Act as the first point of contact for governors with queries on procedural matters
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
- Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website
- Advise on the annual calendar of governing body meetings and tasks
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain a register of governing body pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so

- Maintain a record of training undertaken by members of the governing body
- Advise the governing body on succession planning (of all roles, not just the chair)
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of governing body correspondence
- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice and keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing body is required to convene
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

Ensure that trust policies and procedures are implemented and followed;

Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety