

Job Description Clerk to Governors

Responsible to: Chair of Governors

Main purpose of role is to:

- Provide effective administrative support to the governing body and its committees.
- Manage information effectively in accordance with legal requirements.
- Provide advice to the governing body on governance and procedural matters and ensure governing body is properly constituted in meetings.

Main responsibilities and tasks:

1. Effective administration of meetings

- With the Chair and Headteacher, prepare a focused agenda for the governing body meeting and committee meetings;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate;
- Record the attendance of governors at meetings (and any apologies), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting;
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the Headteacher
- Circulate the reviewed draft to all governors within the timescale agreed with the governing body; and
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

2. Manage Information

- 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 copies of current terms of reference and membership of any committees and working parties and any nominated governors;
- 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;

- Manage governor information on the school's Governor Hub website; and
- 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.

3. Advice to the governing body

- Work with the Company Secretary regarding advice to the governing body on governance legislation and procedural matters where necessary before, during and after meetings;
- 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 and Company Secretary;
- Offer advice on best practice in governance, including on committee structures and self-evaluation;
- Support the Company Secretary in ensuring that statutory policies are in place, and are revised when necessary, with the assistance of staff;
- Work with the Chair and Headteacher to develop the annual calendar of governing body meetings and tasks to meet the needs of the school
- Send new governors induction materials and ensure they have access to appropriate documents in conjunction with designated Training Governor; and
- Support the designated Training Governor with the induction of governors taking on new roles, in particular Chair or Chair of a committee.

4. Provide administrative for the Company Secretary

- Advise the Chair and appointing bodies through the Company Secretary 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, supporting the Company Secretary, giving procedural advice concerning conduct of this and other elections;
- Maintain a register of governing body pecuniary interests in conjunction with the Company Secretary and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Maintain a record of training undertaken by members of the governing body; and
- Maintain governor meeting attendance records and advise the Company Secretary and the Chair of potential disqualification through lack of attendance.

5. Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice;
- Keep up-to-date with current educational developments and legislation affecting school governance;

- Participate in regular performance management.

Additional Services

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) and local authority (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;
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- perform such other tasks as may be determined by the governing body from time to time.

Contacts:

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| <p>Internal</p> <ul style="list-style-type: none"> • Chair of Governors • Vice Chair of Governors • Individual Governors • Headteacher • Company Secretary • Leadership Team • Business Manager • School Staff | <p>External</p> <ul style="list-style-type: none"> • Parents • Local community groups • The Local Authority • Ofsted • The Department for Education (DfE) • Other local schools |
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Attendance/ Location:

The hours for this post are irregular due to the duties and nature of the post. Therefore, the post holder must be flexible in their approach to the post and able:

- to attend evening meetings and/or daytime meetings at the school,
- to attend ad hoc panel meetings
- regularly carry out some administrative duties
- work at home on their own initiative to meet deadlines set by law and the governing body