

JOB DESCRIPTION: Whole School Support Staff

Job Title: Clerk to Governors

Grade/Salary Range/Hours: Grade E/WBC Spinal Points 7-12, (approximately 60 hours per term, based on 3 terms per year)

Report to: Chair of Governors

Job Purpose: The Clerk to Governors will:

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:

- Provide effective administration support to the governing body and its committees;
- Ensure the governing body is properly constituted;
- Manage information effectively in accordance with legal requirements
- Be accountable to the Governing Body, working effectively with the chair of governors, and with the Headteacher and other governors.
- To be able to speak fluent English to an appropriate standard.

Provide advice to the governing body

- Advise 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;
- 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;
- Work with the Chair of Governors and Headteacher on best practice in governance, including on committee structures and self-evaluation;
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of school staff;
- Advise on the annual calendar of governing body meetings and tasks;
- Send new governors induction materials and ensure they have access to appropriate training and documents, including any agreed Code of Practice;
- Contribute to the induction of governors taking on new roles, in particular chair or chair of committees and in liaison with appropriate school staff.

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 attendance of governors at meetings (and any apologies – whether they have been accepted or not), 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 (if agreed by the governing body), the Headteacher;
- Circulate the reviewed draft to all governors (members of the committee), and other relevant body, such as the LA 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 manage the legal procedure, including record keeping in relation to Governors' Disciplinary Committees in liaison with the school.

Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's terms of office, so elections or appointments can be organized 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 governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Ensure DBS has been carried out on any governor when it is appropriate to do so;
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- Advise the governing body on succession planning (of all roles, not just the chair);
- Maintain a record of training undertaken by members of the governing body;
 - To produce, working jointly with the school's Professional Development Team, a training plan for governors, and to review that plan regularly in order to ensure that it remains fit for purpose.
 - To participate in, and contribute to the training of governors in areas appropriate to the clerking role.
 - To prepare briefing papers for training sessions delivered to the governing body, working with senior leaders as necessary.
 - To help to produce a governing body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Body and its committees.

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 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;
- 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.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her 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: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement;
- 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 DfE, LA guidance documents as appropriate;

- 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;
- Perform such other tasks as may be determined by the governing body from time to time.