

Job Description for Clerk to Governors

Introduction:

The clerk to the governing board will be accountable to the governing board, working effectively with the chair of governors and with the headteacher and other governors. The clerk will be responsible for advising the governing board on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing board business and observe confidential requirements.

Meetings: the clerk to the governing board will

- Work effectively with the chair and headteacher before the governing board meeting to prepare a purposeful agenda which takes account of DfE, LA and Diocesan issues and is focused on school improvement.
- Encourage the headteacher and others to produce agenda papers on time.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days, before the meeting.
- Record the attendance of governors at the meeting and take appropriate action re absences.
- Advise the governing board on governance legislation and procedural matters where necessary before, during and after the meeting.
- Take notes of the governing board meetings to prepare minutes, indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts to the chair and Headteacher for amendment/approval by the chair.
- Copy and circulate the approved draft to all governors within the timescale agreed with the governing board.
- Advise absent governors of the date of the next meeting.
- Keep a minute book or file of signed minutes as an archive record.
- Liaise with the chair, prior to the next meeting, to receive an update on progress of actions agreed previously by the governing board.
- Following approval of the minutes at the next meeting forward a copy to the LA and to the Diocese.
- Chair that part of the meeting at which the chair is elected.
- To help to produce a Governing Board Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Board and its committees.

Membership: the clerk will

- Maintain a database of names, addresses and category of governing board members and their term of office.
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated governors e.g. SEND.
- Advise governors and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organized in a timely manner.
- Inform the governing board of any changes to its membership.

- Maintain governor meeting attendance records and advise the governing board of non-attendance of governors.
- Ensure a register of governing board pecuniary interests is maintained, reviewed annually and lodged within the school.
- Organise and administer new governor recruitment, to include arranging parent and staff elections, liaising with WSCC regarding LA appointments, liaising with governor recruitment agencies, carrying out inductions, completing new starter paperwork, and organising training courses.
- To conduct a Disclosure & Barring Service check on all new appointees and re-appointees.
- Organise and minute any ad hoc governor panels, such as complaints and disciplinary.

Advice and information: the clerk will

- Advise the governing board on procedural issues.
- Have access to appropriate legal advice, support and guidance.
- Ensure that new governors have a copy of the Dfe guide to the Law and other relevant information.
- Take action on governing board's agreed policy to support new governors, taking account of the Guidance for Headteachers and Chairs of Governors on National Training Programme for New Governors and induction materials/courses made available by LAs and others.
- Maintain records of governing board correspondence.
- Update and maintain a governor handbook, induction pack and other governance forms, documents and policies.
- Maintain Governors Virtual Office (GVO) ensuring all relevant documentation and information is kept up to date and correctly stored.

Professional Development: the clerk will

- Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent.
- Attend termly briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting school governance.

Update and maintain the school's policies and procedures: the clerk will

- Produce and maintain policy review schedules for the school and the governing board, to ensure that statutory review periods and responsibilities are adhered to.
- Receive and update policies as directed by the Headteacher, members of teaching staff and the governing board.
- Present policies to the governing board and its committees for approval, where applicable.