



## **Job Description – Clerk to Governors**

The clerk to the governing board will be accountable to the governing board, working effectively with the chair of governors, the headteacher and all other governors. The clerk will be responsible for advising on constitutional matters, duties and powers and will work within the broad current legislative framework. They will secure the continuity of governing board business and observe confidentiality 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, targeted agenda which takes account of DfE, and local authority issues and is focused on school priorities and overall 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 regarding absences, ensure absences with or without apologies are minuted accordingly with approval by the governing board and the information is published on the school website
- advise the governing board on governance legislation and procedural matters where necessary before, during and after the meeting. It would be expected that the clerk would demonstrate sound knowledge and expertise in interpreting, researching and applying the legislation
- take notes of the governing board meetings to prepare minutes, including 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 and approval by the chair
- copy and circulate the approved draft to all governors within the timescale agreed with the governing board – generally within two weeks of the meeting
- advise absent governors of the date of the next meeting
- keep a minute book, or file of signed minutes, as an archive record held at the school
- liaise with the chair, and headteacher prior to the next meeting to receive an update on progress of actions agreed previously by the governing board
- chair that part of the meeting at which the chair is elected.

### **Membership**

The clerk to the governing board will:

- maintain a database of names, addresses and category of governing board members and their term of office
- initiate a welcome pack and relevant correspondence to be sent to newly appointed governors including details of terms of office
- maintain copies of current terms of reference and membership of committee and working parties and nominated ‘named’ governors such as safeguarding, children looked after, SEND

- advise governors and appointing bodies of the expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner
- inform the governing board and Achieving for Children (AfC the Local Authority's Governor Services provider) of any changes to its membership
- maintain governor meeting attendance records and advise the governing board of non- attendance of governors
- maintain a register of governing board pecuniary interests – ensure this is reviewed annually and lodged within the school and on the school website
- ensure the school, and, where appropriate, the church authority administer the Disclosure and Barring Service (DBS) checks for all governors
- advise the governing board in relation to any constitutional changes and liaise with AfC when raising new Instruments of Government and Articles of Association
- be responsible for overseeing and maintaining an annual governing body skills audit
- be responsible for collating a log of all staff and governors trained in safeguarding

### **Advice and information**

The clerk to the governing board will:

- advise the governing board on procedural matters
- have access to appropriate legal advice, support and guidance
- ensure that new governors are aware of the DfE 'Governance Handbook' and other relevant information
- advise on the requisite content of the school website
- ensure information is supplied to the Secretary of State for entry on the National Database via the DfE secure access system, Get Information About Schools (GIAS) formally Edubase.
- ensure that all statutory policies are in place, reviewed on an agreed annual basis and in line with DfE guidance that a file is kept in the school of policies and other school documents approved by the governing board
- maintain records of governing board correspondence
- liaise with AfC Governor Support
- inform governors of training events

### **Occasional extra duties – as negotiated with the governing board**

The clerk to the governing board may:

- clerk some or all statutory and non-statutory governing board committees
- assist with the elections of parent and staff governors
- give advice and support to governors taking on new roles such as chair, vice-chair or chair of a committee
- participate in, and contribute to the training of governors in areas appropriate to the clerking role
- update professional and procedural knowledge through attending training sessions and briefings
- assist in the setting up and organisation of statutory committees when necessary
- deal with correspondence for the governing board
- provide minute taking support for non-statutory committees

## **Professional development**

The clerk to the governing board will:

- successfully complete the induction CPD, clerking matters, or its current equivalent
- attend AfC termly briefings and participate in professional development opportunities
- keep up-to-date with current educational developments and legislation affecting school governance

*Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*