



## Clerk to Governors

### Job Description

<b>Job Title:</b>	Clerk to Governors
<b>Salary:</b>	£150.00 Full Governing Body Meetings £100.00 Sub Committee Meetings

#### Job Purpose:

The clerk to the Governing Body will be accountable to the Governing Body, working effectively with the chair of governors, and with the Head Teacher and other governors. The clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework.

He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

#### Meetings:

The clerk to the Governing Body will:

- work effectively with the chair and Head Teacher before the Governing Body and Committee meetings to prepare a purposeful agenda which takes account of EFA issues and is focused on school improvement;
- encourage the Head Teacher and others to produce agenda papers on time;
- produce, collate and distribute the agenda and papers so that recipients receive them at least seven days before the meeting;
- record the attendance of governors at the meeting and take appropriate action re. absences;
- advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting;
- take notes of the Governing Body 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 Head Teacher for amendment/approval by the chair;
- copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body;
- advise absent governors of the date of the next meeting;
- keep a minute book, or file of signed minutes, as a 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 Body;
- following the approval of the minutes at the next meeting forward a copy to the Head Teacher's PA and School Business Manager (Company Secretary);
- chair that part of the meeting at which the chair is elected;
- 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.

## **Membership:**

The clerk will:

- maintain a database of names, addresses and category of Governing Body members, and their term of office;
- assist with the elections of parent, teacher and staff governors;
- 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 committee and working parties and nominated governors e.g. Literacy;
- advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- inform the Governing Body of any changes to its membership;
- maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors;
- advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the School Business Manager (Company Secretary);
- check with the School Business Manager that Disclosure and Barring Service disclosure has been successfully carried out on all new appointees.

## **Advice and Information:**

The clerk will:

- advise the Governing Body on procedural issues;
- have access to appropriate legal advice, support and guidance;
- ensure that new governors have a copy of the *DfE Governance Handbook, Charity Commission – The Essential Trustee: What you need to know, what you need to do* and other relevant information;
- take action on governing body's agreed policy to support new governors, taking account of the Guidance for Head Teachers and Chairs of Governors on the National Training Programme for New Governors and induction materials/courses made available by Central Bedfordshire LA and others;
- advise on the requisite contents of the school prospectus and annual report to parents;
- ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the Governing Body;
- maintain records of Governing Body correspondence.

## **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.