**JOB DESCRIPTION**

**POST: Clerk to the Governors** **Grade *7 £9.72 - £10.44 per hour***

**Hours :** *Flexible to include one Governor’s meeting per week, Term time.*

**Reports to:** Chair of Governors, Headteacher

**Role Purpose:**

The Clerk to the Governors will be accountable to Members and Governors, working effectively with the Chair of Governors, the Headteacher, the school’s leadership team and other governors. The Clerk will be responsible for advising the Governors on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Trust business and observe confidentiality requirements.

**Key Responsibilities**

To work effectively with the Chairs, Headteacher and other members of the school’s leadership team before meetings of the Member and Governors to prepare purposeful agendas.

To encourage the Headteacher and others to produce agenda papers on time.

To produce, collate and distribute the agendas within agreed time limits and associated paperwork.

To work with the Chairs and School leadership to agree a calendar of meetings and this calendar is circulated to all Governors.

To take notes of meetings of the members and governing bodies (including Full Governors, Members, Resources and School Progress) to prepare minutes, including indicating who is responsible for any agreed action, and the completion and distribution of minutes.

To record all decisions accurately and objectively with timescales for actions.

To send drafts to the Chairs and Headteacher (or other senior leaders as relevant) for amendment/approval by the Chair.

To copy and circulate the approved draft to all governors within the timescale agreed with the governing body.

To keep file of signed minutes, as an archive record.

To liaise with the Chair prior to the next meeting, to receive an update on progress of actions agreed previously by the governing body.

To provide procedural and legal advice and guidance to the Members and Governors.

To organise and administer parent and staff governor elections. Also informing the Chair of any vacancies, resignation or appointments.

To chair that part of the meeting at which the Chair is elected.

To maintain a database of names, residential addresses and category of Members, Governors and their terms of office. The clerk will also give due warning to Governors nearing the end of their term and also the Governing body on the need for elections or co-option. The clerk is also responsible for reminding the Governing body of the minimum constituents of Governor type.

To maintain the ESFA/EDUBASE governance database, ensuring that accurate and timely information is held on all Governors and Members of the Trust.

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 link governors e.g. Safeguarding.

Ensure that statutory policies are in place and update including that a file is kept in the school of policies.

Maintain governor meeting attendance records and advise the Board of Trustees of non-attendance of governors. The clerk is also responsible for advising the Chair and warning the Governor(s) concerned if they are in danger of being disqualified for non-attendance.

Ensure that Disclosure Barring Service check has been successfully carried out on all new appointees and re-appointees.

Maintain records of Governing Body correspondence.

To maintain and ensure that the register of Directors/Members is up to date.

To maintain and ensure all required information on the Trust governance is up to date on the School’s website.

To maintain and ensure that the register of directors’ interests is up to date, listing each director’s personal interests and the interests of that director’s immediate family or some other close personal connection that are relevant to the Academy Trust’s affairs and business. A similar register for the school’s senior leadership team should also be held and kept up to date.

To ensure that directors have the opportunity to declare interests as the first agenda point for all meetings, so that directors can update the register with new interests or indicate interests that relate to the business of that particular meeting.

To maintain a Gifts and Hospitality Register with the Director of Business & Finance, in line with the Highcliffe School Financial Procedures Policy.

To file the appropriate form at Companies House within 15 days if any new director is appointed, an appointment is terminated, or there are any changes to their details.

To ensure that the company files statutory information promptly.

If the Academy wishes to make an alteration to its governing document, following the appropriate resolution of the members, the Clerk should send the original members’ resolution adopting the amended Articles and a copy of the amended Articles to Companies House within 15 days.

To ensure that people entitled to do so can inspect company records.

To be a co-signatory for execution of a document on behalf of the company.

To authenticate forms for submission to Companies House.

To organise, clerk and follow due process for all extraordinary meetings, Panels and Hearings such as Exclusions, Complaints, Appeals etc. The Clerk will advise Governors and senior leadership of all statutory and legal requirements ensuring that all up to date guidance and documentation and procedural steps are followed.

Participate in professional development opportunities.

Keep up to date with current educational developments and legislation affecting school governance.

To liaise and work effectively with senior leadership of the school, ensuring consistency, accuracy and professional standards are met across the trust.

**Problem Solving and Creativity**

Have access to appropriate legal advice, support and guidance.

Ensure that new governors have a copy of any relevant information.

Take action on governing bodies agreed policy to support new governors.

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.

**Key Contacts and Relationships**

To advise the Governing Body on governance, legislation and procedural matters where necessary before, during and after the meeting.

Inform the Governing Body of any changes to its membership

To advise absent governors of the date of the next meeting.

**Decision Making**

To meet the requirements and parameters of the role, e.g. independently completing regular skills audits for governors, recommending courses for governors to attend where appropriate and highlighting to the Members where gaps in the combined skills of the governors exist, to then take into account when recruiting new governors.

Sept 17