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| **UXBRIDGE HIGH SCHOOL JOB DESCRIPTION:** **CLERK TO THE GOVERNING BODY** |
| **Responsible to:** | The Governing Body, through the Chair of Governors |
| **Grade:** | This role is remunerated at an annual salary of £5,000 pa  |
| **Hours of work:** | Attendance will be required at meetings which are held mostly in the evenings, occasionally during the working day. Admin tasks can be carried out at the convenience of the post holder. The expectation is that this role will not exceed 150 hours per academic year. The Clerk will maintain a record of hours worked. If there is a requirement for additional hours then this must be with prior written agreement from the Principal / Chair of Governors. |
| **Overview of role expectations** |
| * To provide advice to the governing body on governance, constitutional and procedural matters.
* To ensure the governing body is properly constituted.
* To maintain records for the Governing Body in accordance with legal requirements and with any directions which may reasonably be given by the Chair of Governors.
* To attend all governing body and committee meetings as per the annual cycle of meetings.
* To be responsible for full admin support to the Governing Body; dealing with Trustees’ mail; arranging and minuting all Trustees’ meetings (including ad hoc appeal committees/panels); submitting register of Directors to Companies House.
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| **Responsibilities and Tasks.**  |
| 1. | Provide advice to the governing body:* To act as the first point of contact for Trustees with queries on procedural matters within school government regulations.
* To 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.
* To inform the governing body of any changes to its responsibilities as a result of a change in the school status or changes to the relevant legislation.
* To ensure that statutory policies are in place, and are revised as necessary, with the assistance of staff.
* To send new Trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.
* To advise of forthcoming vacancies on the governing body in advance of the expiry of a Trustees’ term of office so that elections or appointments can be organised in a timely manner and where required to seek potential new Trustees to join the governing body.
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| 1. | Governing Body meetings:* To draw up the agenda for all governing body and committee meetings in consultation with the Chair, Principal and senior staff, ensuring that they are focused on school improvement, and to circulate to relevant members of the governing body and others as agreed by the governing body.
* To arrange all governing body and committee meetings including distribution of papers and virtual arrangements if required.
* To ensure all meetings are quorate.
* To attend all governing body and committee meetings and take minutes. To agree the draft minutes with the Chair within two weeks of the meeting and circulate to all those who are entitled to receive them.
* To arrange all hospitality including venue, IT support etc. as required for governing body meetings.
* To draw up, publish and maintain the annual calendar of WGB meetings in consultation with the governing body and school.
* To arrange and attend and minute ad hoc additional committee meetings specifically related to any statutory procedure such as exclusion hearings, admissions appeals, etc.
* To organise Trustee panels for attendance at special and adhoc hearings, such as student panels and staff HR hearings.
* To maintain records of Trustee attendance at meetings and advise the chair of potential disqualification through lack of attendance.
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| 2.  | Other administrative support:* To ensure that action is taken on the minutes of governing body and committee meetings in consultation with the Chair.
* To deal promptly with all correspondence and notices and circulate as required in consultation with the Chair.
* To author letters on behalf of the governing body and Chair as requested by the Chair.
* To ensure that information requested by the governing body is duly supplied in a timely manner.
* To take such action as is necessary to ensure that any vacancies on the governing body are filled in accordance with the regulations. To liaise with the school to ensure all Trustees’ are vetted in accordance with safer recruitment guidelines and that a Disclosure and Barring Service check is carried out within deadlines. To ensure that Trustees have an induction.
* To maintain files pertaining to governing body matters in accordance with regulations.
* To maintain a register of Trustees pecuniary interests and ensure the record of Trustees’ business interests is reviewed regularly and lodged within the school.
* To assist with the elections of parent Trustees.
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| 3.  | Manage Information:* To 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 external bodies of any changes to its membership.
* To maintain copies of current terms of reference and membership of any committees and working parties and any nominated Trustees eg Child Protection, SEN.
* To maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies if appropriate, and are published as agreed at meetings.
* To maintain records of governing body correspondence.
* To work with the school to ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, eg on the website.
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| 4. | Other duties: * To be available to meet with the Chair / Principal at regular intervals in order to aid communication between the school and governing body.
* To undertake appropriate and regular training and development to maintain knowledge and improve practice.
* To keep up to date with current educational developments and legislation affecting school governance.
* To manage and publish opportunities for Trustees CPD and to encourage participation.
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| In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school Trustees and outside bodies. You will work under the reasonable direction of the Chair / Principal and be prepared to carry out any other duties commensurate with the general level of this appointment. |
| Name of Post Holder: Signature: Date: |