



Job Description – Corfe Hills School

Job Title:	Clerk to the Governors
Department:	Admin and Finance
Salary Grade:	Grade F: points 22 – 25 (£10.92 ph rising to £11.97 ph)
Contracted Hours/Week:	Average 6 hours per week. This is not a term-time only role but it is anticipated that more hours will be worked during the term than during school holidays. Flexibility is essential. Attendance is required at 14 evening meetings per annum, usually on Wednesdays. During term time the post holder will be expected to spend a minimum 3 hours per week working in school.
Contracted Weeks/Year:	All year
Holiday entitlement:	23 days per annum (rising to 27 after 5 years' service) plus bank holidays
Responsible to:	Chair of Governors

Main job purpose

- 1 Provide advice to the governing body on governance, constitutional and procedural matters
- 2 Provide effective minutes and efficient administrative support to the governing body and its committees
- 3 Ensure the governing body is properly constituted
- 4 Manage information effectively in accordance with legal requirements

Main responsibilities and tasks

1 Provide advice to the governing body

- 1.1 Be familiar with the Articles of Association of the Academy Trust
- 1.2 Advise the governing body on governance legislation and procedural matters where necessary
- 1.3 Act as the first point of contact for governors with queries on procedural matters;
- 1.4 Access appropriate legal advice, support and guidance from third parties on behalf of the governing body as required
- 1.5 Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation

- 1.6 Offer advice on best practice in governance, including on committee structures and self-evaluation
- 1.7 Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- 1.8 Advise on the annual calendar of governing body meetings and tasks
- 1.9 Send induction packs to new governors and ensure they have access to appropriate documents via the school Gateway
- 1.10 Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

2 Effective administration of meetings

- 2.1 With the chair and headteacher prepare a focused agenda for the governing body meeting – this will include reviewing committee minutes to ensure all relevant items are included
- 2.2 For other committee meetings, with the chair of the committee and the headteacher or School Business Manager prepare a focussed agenda
- 2.3 Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by the school's standing orders, legislation or other regulations
- 2.4 Prepare briefing papers for the governing body, as necessary
- *2.5 Ensure meetings are quorate
- *2.6 Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- *2.7 Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
- 2.8 Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body
- 2.9 Follow-up any agreed action points with those responsible and inform the chair of progress
- *2.10 Ensure refreshments are available at the start and cleared away at the end of meetings

Note that tasks marked with an asterisk * are currently carried out at governing body meetings and appeal panels by the Minute Clerk but may be transferred to this role.

3 Membership

- 3.1 Advise governors in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner
- 3.2 Assist with the election of parent and staff governors
- 3.3 Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- 3.4 Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly, lodged within the school and relevant information updated on the school website

- 3.5 Ensure safeguarding checks (including Disclosure and Barring (DBS) and references) have been carried out on any governor when it is appropriate to do so
- 3.6 Maintain a record of training undertaken by members of the governing body
- 3.7 Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- 3.8 Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- 3.9 Advise the governing body on succession planning for all roles, including the chair

4 Manage Information

- 4.1 Maintain up to date records of the names, addresses, category and date of appointment of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
- 4.2 Maintain copies of current terms of reference and membership of any committees and working parties and any link governors
- 4.3 Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- 4.4 Maintain a record of approved minutes on the governors' Gateway
- 4.5 Maintain records of governing body correspondence
- 4.6 Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school, published on the governors' Gateway and where required on the school website
- 4.7 Maintain links on the governors' Gateway to enable governors to access relevant Department for Education, local authority and other guidance documents.

5 Personal Development

- 5.1 Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- 5.2 Keep up-to-date with current educational developments and legislation affecting school governance
- 5.3 Participate in regular performance management

6 Additional Services

- 6.1 Perform such other tasks as may be determined by the Chair of Governors from time to time

Post holder	_____	Effective date of this job description	_____
Post holder's signature	_____	School Business Manager's signature	_____
Date	_____	Date	_____