**Ash Manor School**

**Aspire and Achieve**

**JOB DESCRIPTION**

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| **CONTRACTUAL DETAILS** | |
| Post Title: | Clerk to Governors |
| Grade: | Surrey Pay S6 |
| Hours: | Up to 150 hours per year |
| Line managed by: | Chair of Governors |
| Line management of: | N/A |
| **ROLE PURPOSE** | |
| *This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.*   * The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors, and with the Headteacher 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. | |
| **CORE ACOUNTABILITIES & ABILITY STATEMENTS** | |
| **Meetings**   * Work effectively with the Chair and Head Teacher before the governing body meeting to prepare an agenda taking account of LA and DfE issues and focusing on school improvement * Encourage governors, management and others to produce agenda papers on time * Produce, collate, and distribute the agenda and papers to ensure governors receive them 7 days before the meeting * Record attendance and take action regarding absences * Advise the governing body on governance legislation and procedural matters * Prepare minutes of governing body meetings, indicating who is responsible for any agreed action * Record decisions accurately and objectively with timescales for action * Submit drafts to the appropriate persons (usually the chair and Head Teacher, or their nominated deputies) for amendment / approval * Issue the approved draft to all governors within the agreed timescale * Advise absent governors of the time, date and venue of next meeting * Keep a record of minutes produced * Liaise with the chair prior to the next meeting to receive an update on progress of agreed actions * Following the approval of the minutes, at the next meeting forward a copy to the LA (if appropriate) * Chair that part of the meeting at which the chair is elected   **Membership**   * Maintain a database of names, addresses and category of governing body members and their terms of office * 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 * 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, LA and DfE (if appropriate) 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 * Check that Disclosure and Barring Service (or Criminal Records Bureau) disclosures have been successfully carried out on any governor when it is appropriate to do so     **Providing** **advice and information**   * 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 Governors’ Guide to the Law and other relevant information * Take action on the governing body’s agreed policy to support new governors * Advise on the contents of the school prospectus and School Profile * Ensure 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**   * 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 * To undertake duties commensurate with the role and skills   The clerk may be asked to perform as part of their duties any of the following. These additional tasks, or **Optional Extras**, will usually be negotiated at an extra cost:   * Clerk governing body committees * Assist with elections * Advise and support governors taking on new roles * Participate in and contribute to the training of governors in areas appropriate to the clerking role * Maintain a file of relevant Local Authority and Educational Funding Agency documents * Maintain archive materials * Assist with the preparation of the School Profile assembling the statutory information and distributing the report * Prepare briefing papers for the governing body, as necessary * Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items.   **Liaison**   * Governors * Senior Leadership Team * Local Authority   **Corporate & statutory initiatives – equalities/health & safety**   * Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace * Undertake training as required | |
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| Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.  This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.  **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.** | |

Signed by Job Holder: ......................................................................... Date: ………………………..