



Job Title	Clerk to the Governing Body
Level	Admin
Scale	GLPS P35 – P40
Budget	N/A
Scope	<p>Provide advice and guidance to the governing body on governance, constitutional and procedural matters. A professional Clerk will contribute towards the efficient functioning of a governing body and its committees by providing :</p> <ul style="list-style-type: none"> • administrative and organisational support; • guidance to ensure that the body works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and • advice on procedural matters relating to the operation of the body.
Line Management	Managed by: Chair of Governors
Responsibilities	<p>1. Provide advice to the governing body</p> <ul style="list-style-type: none"> • Advise the body on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance and Competency Framework for Clerks. • Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings. • Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body. • 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. • Advise the body on the regulatory framework for governance (Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Financial Handbook) • Offer advice on best practice in governance, including on committee structures at body and academy level. • Advise the governing body on best practice in relation to its scheme of delegation for governance • Ensure that statutory policies are in place and regularly reviewed by staff and ratified by governors as appropriate. • Advise on the annual calendar of governing body meetings and annual planner of work for the governing body and its committees. • Ensure new governors have access to Google Drive and a school email address.



- Contribute to the induction of governors taking on new roles, in particular chair of the body or chair of a committee.
- Identifies priorities, anticipate issues which may arise and draw these matters to the chair's attention and proposes recommendations.
- Liaise with Diocese where appropriate.

2. Effective administration of meetings

- With the chair and headteacher, prepare a focused agenda for governing body and committee meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or the articles of association.
- Ensure meetings are quorate.
- 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.
- Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and headteacher.
- Circulate the reviewed draft to all governors/ members of the committee, the Headteacher within the timescale agreed with the governing body.
- Follow-up any agreed action points with those responsible and inform the chair of progress.
- Manage governor google drive folder ensuring papers are filed in the correct folder.

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a trustee's term of office and the impact of this on the body's capacity and skills mix.
- Advise the governing body on the DfE's recommendations and guidance in relation to members and trustees.
- Establish, in discussion with the body, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about trustees such as any pecuniary interests and where required publish this information on the school's website.
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee when it is appropriate to do so.
- Maintain a record of training undertaken by members of the



	<p>governing body; and</p> <ul style="list-style-type: none"> • Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance. • Advise the governing body on succession planning (of all roles, not just the chair). • Liaise with relevant external agencies to recruit Co-Opted and Foundation Governors and manage the process of their appointment including obtaining satisfactory references. • Manage the recruitment process for staff and parent governors. <p>4. Manage Information</p> <ul style="list-style-type: none"> • 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 authorities of any changes to its membership • Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. SEND • 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; • Maintain records of governing body correspondence. • Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website • Manage the flow of information from trust body to local academy committees and vice versa. • Provide information as requested by the company secretary. <p>5. People and relationships</p> <ul style="list-style-type: none"> • Develop and maintain effective professional working relationships with the chair, the body and senior leaders including the company secretary. • Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development. <p>6. Personal Development</p> <ul style="list-style-type: none"> • Undertake appropriate and regular training and development to maintain knowledge and improve practice • Keep up-to-date with current educational developments and legislation affecting school governance • Participate in regular performance management <p>7. Additional Services</p> <p>The clerk may be asked to undertake the following additional duties:</p> <ul style="list-style-type: none"> • Clerk any statutory appeal committees/panels the governing body is
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	<p>required to convene:</p> <ul style="list-style-type: none">• Maintain a file of relevant Department for Education (DfE), local authority and Diocesan guidance documents.• Maintain archive materials• Prepare briefing papers for the governing body, as necessary.• Conduct skills audits and advise on training requirements• Perform such other tasks as may be determined by the governing body from time to time.
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