



Job Description – Clerk to the Governing Body

Job details

School: Bourne Primary School

Salary / grade: SO1 point 23-25

Hours: a minimum of 120 hours per annum over 38 weeks per year

Responsible to: The Governing Body of Bourne Primary School

The post holder must be flexible in their approach to the post as there are no fixed pattern of working hours. The **Clerk** must be able to attend early morning, daytime and evening meetings, make regular visits to school, attend training events (daytime and evening), and work from home to complete administrative and research duties. There will be occasions when the post holder is required to attend a meeting, or make a school visit at very short notice.

Purpose of the Clerk post

This is a complex administrative, advisory and information management role. ***The post holder will assume all the core functions of clerk to the governing body, as determined in law.*** Reference: *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Regulation 6(3).*

The post holder is responsible for ensuring the effective continuity of the governing body's legal business and records management for the school. This means that all governing body business must be managed in accordance with national statutory duties and legislation, local authority guidance and protocols, and in keeping with professional advice from external agencies.

Contacts

The post holder is required to develop and maintain the following contacts within the context of the job.

Internal contacts	External contacts
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<ul style="list-style-type: none"> • Chair of Governors • Vice Chair of Governors • Individual Governors • Headteacher • Senior Leadership Team • Chairs of Committees • Clerks to Governing Body Panels • Associate members of the governing body • School Staff 	<ul style="list-style-type: none"> • Parents, for the purpose of governor recruitment • Visitors to governing body meetings • Local Authority • Governor Support Service • External consultants • Local community groups • Ofsted • Department for Education (DfE) • Panel members for hearings • Other local schools and educational establishments • Voluntary groups, local and national businesses for the purpose of governor recruitment
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It should be noted that the post holder will not be working with pupils at the school as it is not a requirement of the post.

The Clerk will attend all governing body meetings and committee meetings. The duties are outlined below.

(1) Effectively administrate for governing body and committee meetings by:

- Meeting with the chair of governors/committee and headteacher well in advance of each meeting, in order to prepare a focused and timely agenda for each governing body meeting and committee meeting.
 - Liaising with those governors or staff preparing meeting papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations.
 - Ensuring that the headteacher has prepared a report for distribution with the agenda for each full governing body meeting, in good time, and in accordance with the format set by the governing body.
 - Being the sole point of contact for notification of all meeting apologies.
 - Ensuring that the quoracy for meetings is determined in advance, monitored and maintained during all meetings, and declaring meetings inquorate when the situation arises.
 - Taking swift and appropriate action where a meeting is likely to be inquorate.
 - 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.
 - Ensure all absences (with or without apologies) for each meeting are also centrally recorded in readiness to be published on each schools website in line with statutory regulations.
 - Draft the minutes of governing body and committee 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.
 - Ensure that confidential items are minuted appropriately and that minutes reflect this.
 - Ensure that minutes accurately reflect the true business of each meeting, noting and recording in the minutes, governing body support, and challenge to the school.
 - Ensuring that the minutes record the impact that the work of the governing body is having upon the school.
 - Circulating the draft approved minutes to all governors (members of the committee), the headteacher (if not a governor) and other relevant bodies, such as the Governor Support Service, as agreed by the governing body and within the timescale agreed with the governing body.
 - Following-up any agreed action points with those responsible and inform the chair of any issues arising.
 - Ensuring that the distribution of confidential items is handled sensitively and appropriately.
 - Devising and maintaining a 'minutes timeline/planner' for all the preparatory work and the follow up work for meetings, and ensure that this timeline is adhered to in order to keep the GB organised and on task.
 - Ensuring minutes of meetings are formally agreed at the following meeting and that the minutes are signed by the chair of that meeting. These are public records.
 - Maintaining 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.
 - Ensuring that confidential items are securely stored in school with restricted access maintained.
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(2) Provide consistent and accurate legal and governance advice to the governing body and its committees

- Advising the governing body on governance legislation and procedural matters particularly before, during and after meetings.
 - Acting as the first point of contact for governors with queries on statutory, procedural and governing body matters.
 - Accessing appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body.
 - Informing the governing body of any changes to its responsibilities because of a change in school status or changes in the relevant legislation.
 - Researching, sharing and offering advice on best practice in governance, including on committee structures and self-evaluation.
 - Ensuring that statutory policies are in place, and are revised when necessary.
 - Devising and maintaining an annual calendar/diary of governing body meetings, events and statutory tasks.
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(3) Managing membership for the governing body

- Devising and maintaining for the governing body (GB), a clear database of membership with personal contact details and details of each governorship. This must be held and managed in accordance with the Data Protection Act 2018.
- Advising governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.
- Chairing that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintaining a register of governing body pecuniary interests for the school and ensure the record of governors' business interests is reviewed regularly and lodged.
- Ensuring that the declared interests for all governors and associate members is published on each schools' website and complies with the statutory requirements about what must be published.
- Ensuring Disclosure and Barring check (DBS) has been carried out on every governor in accordance with the latest regulations.
- Ensuring that the school's single central register is updated with governor DBS checks and that the responsible governor check and signs the register in a monthly basis.
- Maintaining a record of training and development activities undertaken by all members of the governing body.
- Maintaining a record of all governor visits to school so that this can be reported at full governing body meetings.
- Advising the chair of potential disqualification of governors through lack of meeting attendance.
- Maintaining copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND.
- Maintaining records of governing body correspondence (email and post).
- Ensuring 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.

The Clerk will also carry out the following duties.

- Support the governing body to work as a team and a corporate body, and in the best interests of the school.
 - Develop and maintain a pooled resource of 'panel governors'.
 - Co-ordinate and clerk governor panels specifically dealing with school complaints, in line with the schools published and agreed procedures and policy.
 - Ensure that all emails for governors from supporting agencies (i.e. Local authority, Governor Support Service) are distributed and actioned where required.
 - Develop and maintain a policy list and review schedule, and ensure that policies are scheduled for review on meeting agendas in line with any statutory requirements.
 - Develop and maintain an induction policy for new members, which is agreed with the governing body.
 - Lead on the induction of all new members, ensuring that they are aware of training expectations and how to access appropriate training and any other support and information that will be needed.
 - Advise the governing body on succession planning (of all roles, not just the chair.)
 - Take the lead on governor recruitment for all categories of membership, and supporting the headteacher with parent and staff governor elections.
 - Clerk any statutory appeal or grievance panels the governing body is required to convene.
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- Maintain all governing body records and information in line with the school's agreed policy and the school's data protection, security and insurance requirements.
- Draft the governing body's annual governance statement for agreement, before publishing it on each school's website in line with statutory requirements.
- Take the lead for ensuring that the schools' website meets its statutory duties in terms of what the governing body are responsible for publishing online. Audit this website termly.
- Prepare briefing papers for governing bodies as requested on themes determined by each governing body.
- Lead the annual skills auditing process and collating the information into a report for presentation at full governing body meeting.
- Ensure that any skills gaps on the governing body are identified and inform part of any recruitment process.
- Support the governing body to be 'Ofsted ready'. Inspections will happen with a maximum notice period of 24 hours, therefore being able available to support the governing body to access vital information at short notice and source any support that may be needed by the chair.
- Perform such other tasks as may be determined by the governing body from time to time.

The Clerk will undertake the following personal development activities

- Attend appropriate and regular training and development opportunities to maintain his/her knowledge and improve practice.
 - Undertake online data protection training.
 - Undertake safeguarding training.
 - Keep up-to-date with current educational developments and legislation affecting school governance.
 - Keep a log of hours and all duties carried out in order to participate in regular performance management.
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Person Specification – Clerk to the Governing Body

We are seeking an applicant who meets the following essential criteria and can achieve the desirable criteria		
	Essential	Desirable
1 - Skills, knowledge and aptitudes		
<i>The applicant should be able to <u>evidence and/or demonstrate</u> the following...</i>		
excellent listening, oral, grammar, numeracy and literacy skills	E	
sound experience in minuting meetings and/or note taking	E	
knowledge and experience of writing agendas and accurate concise minutes	E	
excellent ICT skills including MS Word, MS Excel, MS Powerpoint, and use of email and internet	E	
organising their time and working to deadlines	E	
organising meetings and co-ordinating people	E	
excellent record keeping, information retrieval, research and dissemination of data/documentation	E	
confident speaking skills, especially in front of groups, and able to articulate well in clear English	E	
skills in developing and maintaining professional working relationships with internal and external contacts		D
knowledge of school governing body procedures		D
knowledge of educational legislation, guidance and legal requirements		D
knowledge of the roles and responsibilities of the governing body		D
knowledge of equal opportunities and human rights legislation		D
knowledge of safeguarding children		D
knowledge of data protection legislation		D

2 - Qualifications and training		
<i>The applicant should be able to demonstrate...</i>		
professional business or administration qualifications and/or equivalent experience	E	
be able to demonstrate a willingness to attend appropriate training regularly	E	
have already attended, or make a commitment to attend, the National Training Programme for Clerks or equivalent training available	E	
3 – Experience		
<i>Be able to produce evidence of...</i>		
having attended relevant personal and/or professional development	E	
excellent customer care skills and being able to work with people from a diverse range of backgrounds	E	
working in an environment where experiences included taking initiative and self-motivation	E	
being a clear communicator and managing information effectively	E	
working and developing as a member of a team	E	
4 - Personal attributes		
be a person of integrity	E	
be able to maintain confidentiality	E	
be able to remain impartial	E	
have a flexible approach to working hours	E	
be understanding to the needs of others	E	
have an openness to learning and change	E	
have a positive attitude to personal development and training	E	
be able to confidently address groups of people and individuals	E	
have excellent interpersonal skills	E	

Have an eye for written detail	E	
be confident in dealing with people in contentious, complex and sensitive circumstances	E	
<i>The applicant must:</i>		
be able to work at time convenient to the governing body, as detailed in the job description	E	
be confident about working on their own, and working from home when not required for duties in a school	E	
be able to travel to meetings and be punctual	E	
be available to be contacted during school term time, and ideally by mobile telephone	E	
have own secure access to a PC, printer and internet facilities	E	