



The Clere School

Job Description for Clerk to Governors

Introduction:

The Clerk to the Governing Body will be accountable to the Governing Body, working effectively with the Chair(s) of Governors, 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 confidential requirements.

Meetings: the Clerk to the Governing Body will

- Work effectively with the Chair and Headteacher before the meetings to prepare a purposeful agenda which takes account of Dfe and LA issues and is focused on school improvement.
- Encourage the Headteacher and others to produce agenda papers on time.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days, before the meeting.
- Record the attendance of Governors at the meeting and take appropriate action re absences.
- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting.
- Take notes of the Governing Body meetings to prepare minutes, indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts of minutes and documents to the Chair and Headteacher for their amendment/approval.
- Copy and circulate the approved draft to all Governors within the timescale agreed with the Governing Body.
- Advise absent Governors of the date of the next meeting.
- Ensure that all minutes are electronically signed following approval by the Chair
- Liaise with the Chair, prior to the next meeting, to receive an update on progress of actions agreed previously by the Governing Body.
- Chair that initial part of the meeting, at the start of each academic year at which the chair is elected.

Membership: the clerk will

- Maintain a database of names, addresses and category of Governing Body members and their term 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 committees and working parties and nominated Governors e.g., safeguarding.
- Advise Governors and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner.
- Inform the Governing Body of any changes to its membership.
- Maintain Governor meeting attendance records and advise the Governing Body of non-attendance of Governors.
- Ensure a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school.
- Check with the school that DBS disclosure has been successfully carried out on all new appointees and re-appointees.

Advise and information: the clerk will

- 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 Dfe guide to the Law and other relevant information.
- Take action on Governing Body's agreed policy to support new Governors, taking account of the Guidance for Headteachers and Chairs of Governors on National Training Programme for New Governors and induction materials/courses made available by LAs and others.
- Advise on the requisite contents of the school prospectus and annual report to parents*.
- Ensure that 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.

**Training will be given*

Professional Development: the clerk will

- Attend termly briefings and participate in professional development opportunities.
- Keep up to date with current educational developments and legislation affecting school governance.
- Attend relevant Clerk and Governor training to support them in their role.

Person Specification

Skills, knowledge and aptitudes

- Good listening, oral and literacy skills
 - Writing agendas and accurate concise minutes
 - ICT including keyboarding skills
 - Organising their time and working to deadlines
 - Organising meetings
 - Record keeping, information retrieval and dissemination of governing body data/documentation to the Governing Body and relevant partners
 - Using the internet to access relevant information
 - Developing and maintaining contacts with outside agencies e.g., departments of the LA and the DfE.
 - Knowledge of Governing Body procedures*
 - Knowledge of educational legislation, guidance and legal requirements*
 - Knowledge of the respective roles and responsibilities of the Governing Body, the Headteacher, the LA and DfE.*
 - Knowledge of Data protection legislation*
- *Training will be given*

Qualifications and Training: the clerk should

- Be able to demonstrate a willingness to attend appropriate training and development
- Attend relevant Clerk and Governor training to support them in their role.

Experience: clerks should be able to produce evidence of

- Relevant personal and professional development
- Working in an environment where experience included taking initiative and self-motivation
- Working as a member of a team

Personal Attributes: the clerk should

- Be a person of integrity
- Be able to maintain confidentiality
- Be able to remain impartial
- Have a flexible approach to working hours
- Be sympathetic to the needs of others
- Have an openness to learning and change
- Have a positive attitude to personal development and training
- Have good interpersonal skills

Special requirements: the clerk should

- Be able to work at times agreed by the Governing Body in advance with the Clerk, including evening meetings
- Be able to travel to meetings
- Be available to be contacted at mutually agreed times