

## **Clerk to Governors – Job Description**

### **1. Introduction**

The clerk to the Governing Body will be accountable to the Governing Body, working effectively with the Chair 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 current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

### **2. Meetings**

The clerk to the Governing Body will:

- (i) work effectively with the Chairperson and Headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of School, DCSF, and local authority issues and is focused on school improvement
- (ii) encourage the Headteacher and others to produce agenda papers on time
- (iii) 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
- (iv) record the attendance of Governors at the meeting and take appropriate action regarding absences
- (v) advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting;
- (vi) take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action
- (vii) record all decisions accurately and objectively with timescales for actions
- (viii) send drafts to the Chairperson and Headteacher for amendment/approval
- (ix) keep a minute book, or file of signed minutes, as an archive record
- (x) following the approval of the minutes at the next meeting forward a copy to the local authority
- (xi) chair that part of the meeting at which the Chairperson is elected.

### **3. Membership**

The clerk will:

- (i) maintain a database of all names, addresses and category of Governing Body members and their term of office
- (ii) initiate a welcome pack/letter being sent to newly appointed Governors including details of terms of office
- (iii) maintain copies of current terms of reference and membership of committee and working parties and nominated curriculum link Governors
- (iv) 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
- (v) inform the Governing Body and local authority of any changes to its membership;
- (vi) maintain Governor meeting attendance records and advise the Governing Body of non-attendance of Governors;

- (vii) advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school
- (viii) check with the local authority, and, where appropriate, the church authority that a Criminal Records Bureau disclosure has been successfully carried out on any Governor when it is appropriate to do so.

#### 4. **Advice and Information**

The clerk will:

- (i) advise the Governing Body on procedural issues
- (ii) have access to appropriate legal advice, support and guidance
- (iii) ensure that new Governors have a copy of the DCSF 'A Guide to the Law for School Governors' and other relevant information
- (iv) take action on the Governing Body's agreed policy to support new Governors, taking account of the Guidance for Headteachers and Chairs of Governors on the National Training Programme for New Governors and Induction materials/courses made available by the Local Authority
- (v) advise on the requisite content of the school prospectus and School Profile
- (vi) maintain records of Governing Body correspondence.

#### 5. **Professional Development**

The clerk will:

- (i) successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent;
- (ii) attend termly briefings and participate in professional development opportunities;
- (iii) keep up-to-date with current educational developments and legislation affecting school Governors.

#### 6. **Additional duties**

The clerk may be asked to perform as part of their duties any of the following:

- (i) clerk some or all statutory and non-statutory Governing Body committees
- (ii) clerk staff Disciplinary and Capability meetings as required
- (iii) assist with the elections of parent, teacher and staff Governors
- (iv) give advice and support to Governors taking on new roles such as Chairperson or Chair of a committee
- (v) participate in, and contribute to the training of Governors in areas appropriate to the clerking role
- (vi) maintain archive materials
- (vii) 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 for meetings of the Governing Body and its committees.