

Job Description

Post Title Clerk to the Local Governing Body

Responsible to Chair of Governors

Main purpose

Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements

Main responsibilities and tasks

1. Provide advice to the governing body

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for governors with queries on procedural matters;
- Have access to 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
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advises on the annual calendar of governing body meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice and training
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

2. Effective administration of meetings

- With the Chair and Head of School, prepare a focused agenda for the governing body meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, preparing documents for circulation and distribute the agenda and papers as required by legislation or other regulations;
- 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 governing body 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 Head of School
- Circulate the reviewed draft to all governors (members of the committee), the Head of School (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body
- Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- Advise 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;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed

- regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the governing body; and
- 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)

4. Manage Information

- 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. Child-protection, 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
- Maintaining the governors' website and the governors pages on the school website.
- 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.

5. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management

6. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement
- Assist with/run the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), ODST, local authority and church authorities (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the governing body from time to time

Person Specification

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Area	Essential	Desirable
Educational achievements, Qualifications, Training and Knowledge	<ul style="list-style-type: none"> • Fully conversant with Microsoft Office and software including Word 	
Experience	<ul style="list-style-type: none"> • Experience of taking precise accurate minutes • Proven administrative and organisational abilities 	
Job related aptitude and skills	<ul style="list-style-type: none"> • Excellent literacy skills including spelling • Excellent presentation skills • Excellent communication skills- both oral and written 	
Personal qualities	<ul style="list-style-type: none"> • Ability to work with diplomacy and tact, showing respect for confidentiality • Flexible approach to tasks and an ability to use initiative • Commitment to continuing and manage own training and personal development • Commitment to customer service 	
Special Requirements	<ul style="list-style-type: none"> • Access to computer and email facility • Ability to travel independently to different locations within the country • The post is also subject to satisfactory DBS clearance at Enhanced level 	
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to and understanding of The Principles of Equal Opportunities for all, in Employment and the delivery of service 	
Experience		<ul style="list-style-type: none"> • Experience as a Clerk to a governing body or an understanding of academy local governing body work