



Job Description

Job Title	Clerk to the Governing Body
Grade	Scale 7
Reports to	Head of Governance
	Part-time with flexible hours, home-based
Liaison with	Local Governing Board and Head of Governance
Purpose of Job	<ul style="list-style-type: none"> • 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 in accordance with the Terms of Reference • Manage information effectively in accordance with legal requirements • Ensure the Local Governing Body understands its remit as detailed within its Terms of Reference and the Trust's Scheme of Delegation
Main responsibilities and tasks	<p>The clerk to the governing body will:</p> <p>1. Provide advice to the governing body</p> <ul style="list-style-type: none"> • 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 the Head of Governance on behalf of the governing body • Advise on the annual calendar of governing body meetings and tasks • Send induction materials to new governors, as determined by the Head of Governance, and ensure they have access to appropriate documents, including any agreed Code of Practice <p>2. Effective administration of meetings</p> <ul style="list-style-type: none"> • Working with the Chair and Headteacher, personalise the Trust's template agenda for the Local Governing Body meetings • Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers within the determined timescales • 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, the Headteacher and the Head of Governance within the determined timescale
- Circulate the reviewed draft to all governors and the Head of Governance
- 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 recommended for election.
- Maintain a register of governing body pecuniary interests, and ensure this record is updated when governors join or resign; ensure it appears on the school website
- Ensure each governor's business interests form is sent to the Head of Governance
- Ensure the school office has carried out a Disclosure and Barring (DBS) check 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 and Head of Governance of potential disqualification through lack of attendance

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, the Head of Governance and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any 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
- 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

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
- Attend termly Clerks Briefings with the Trust's Clerking Team

6. Additional Services

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

- Clerk any statutory appeal or investigatory panels the governing body is required to convene
- Perform such other tasks as may be determined by the governing body from time to time