

Job Description

Clerk to Governors

Bishop Henderson CE VA Primary School

Main purpose of the role is to:

Provide advice to the Governing Body on governance, constitutional and procedural matters by:

- Providing effective administrative support and procedural advice to the Board of Governors
- Ensuring the governing body is properly constituted
- Managing information effectively in accordance with legal requirements.

Main responsibilities and task:

The clerk will:

1. Provide advice to the governing body

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
- 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
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise 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.

2. Effective administration of meetings:

- With the Chair, Headteacher and School Business Manager prepare a focused agenda for the governing body meeting
- Liaise with those preparing papers to make sure they are available on time, upload the agenda and papers to the Governor secure area of the website and notify governors when
- 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 Headteacher
- Circulate the reviewed draft to all governors within the timescale agreed with the governing body.

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;
- Liaise with the School Business Manager to ensure Disclosure and Barring (DBS) has been carried out on all governors
- 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. *Management of 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 for Lead Governors, Finance Working Group, nominated governors (e.g. Child-protection, SEND) and any working parties
- Liaise with the School Business Manager to 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
- Liaise with the School Business Manager to ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published on the website.

5. *Personal Development:*

- Keep up-to-date with current educational developments and legislation affecting school governance through attending Clerk's Briefings to maintain own knowledge and improve practice
- Participate in regular performance management.

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

- Provide administrative support to the Governors at Finance Working Group meetings
- Provide administrative support to the Governors Disciplinary Panel at hearings