

# Role description

## For local governing body clerk

### Role purpose

To provide advice and guidance to the local governing body on governance, constitutional and procedural matters.

A professional clerk will contribute towards the efficient and effective functioning of a local governing body and its sub-committees by providing:

- administrative and organisational support
- guidance to ensure that the local governing body works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the local governing body

### Key duties

#### Organising meetings, hearings and appeals

The clerk prepares for and administrates meetings, allowing the local governing body to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:

- working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time
- convening meetings and distributing papers as required by legislation
- ensuring meetings are quorate, inclusive and well structured
- overseeing election of officers
- recording attendance/apologies and taking appropriate action in relation to absences
- taking minutes indicating who is responsible for any agreed actions with timescales
- circulating draft and approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the local governing body
- following up on action points with those responsible and informing the chair of progress

#### Providing advice and guidance

- advising on legal duties and governing practice
- advising on constitutional requirements
- advising on local governing body and Trust governance procedures
- advising on statutory guidance and policies
- advising on annual tasks and decisions
- advising on governor/trustee CPD
- accessing external advice as appropriate
- supporting issue resolution

## Administration and record keeping

The clerk supports the local governing body in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

- maintaining membership records including contact details of local governing body members, terms of office and informing any relevant authorities of changes to membership details
- advising governors/trustees and appointing bodies in advance of the expiry of a term of office and the impact of this on the local governing body's capacity, diversity and skills mix
- establishing, in discussion with the local governing body, open and transparent vacancy filling processes and efficient procedures for election and appointment
- giving procedural advice and assisting with the management of governor/trustee elections
- advising the local governing body on succession planning for all local governing body roles
- maintaining governing documents such as terms of reference and signed minutes
- collating, maintaining and ensuring correct publication of information about governors/trustees such as any pecuniary interests
- maintaining a record of local governing body CPD
- ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the local governing body where it is appropriate to do so
- maintaining records of local governing body correspondence
- maintaining governance communication portal
- drafting correspondence on behalf of the local governing body

## Maintaining relationships and communication

Good relationships between the clerk and members of the local governing body are essential for open communication. Clerks also have a role to play in supporting and advising the governing or trust local governing body on their self-review and development.

The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, the local governing body and school leaders
- communicating on local governing body matters outside of meetings.
- where appropriate, liaising on behalf of the local governing body
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the chair

## Ensuring compliance

- ensuring meetings are quorate
- overseeing the review of required policies
- publication of governance information on school websites
- advising on data protection requirements
- overseeing local governing body recruitment processes
- co-ordinating safeguarding checks on local governing body members

- monitoring eligibility of local governing body members to serve, including on committees
- notifying disqualifications, expiry of office etc
- statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance

It is recommended that those working as clerks to a governing local governing body hold a relevant clerking qualification or obtain one within twelve months of employment. For example, the [Level 3 Certificate in the Clerking of School and Academy Governing Local governing bodys](#). This should be funded by the employer or built into the cost of a service level agreement.

In most cases, employers at this level look for a good standard of education, relevant experience and the following knowledge, skills and attributes.

## Person specification

### Knowledge

- the schools system: structures, accountability and funding
- governance legislation, procedures and regulations relevant to the organisation
- the core functions of a school governing/trust local governing body as they apply to the organisation
- elements of effective governance and local governing body practice as they apply to the organisation

### Skills

- literacy, numeracy and IT
- written and verbal communication
- minute taking
- planning and organisational
- people and relationship building
- advisory skills (recommending a course of action)
- risk aware/able to articulate risk in the context
- problem solving
- time management to meet deadlines and competing demands

### Attributes

- personal integrity and commitment to [the principles of public life](#)
- respect for confidentiality
- confidence and resilience (to challenge when necessary)
- commitment to professional development to maintain knowledge and improve practice