



Job Description for Clerk to the Governing Body

1 Introduction The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors, and with the headteacher and other governors. The clerk will be responsible for advising the governing body on constitutional and procedural 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.

2 Meetings The clerk to the governing body will:

- a) work effectively with the chair and headteacher before the governing body meeting to prepare a clear agenda which takes account of DfE, LA and is focused on school improvement;
- b) encourage the headteacher and others to produce supporting papers on time;
- c) produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting;
- d) record the attendance of governors at the meeting and take appropriate action re absences;
- e) advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting;
- f) take notes of the governing body meetings to prepare minutes, including indicating who is responsible for any agreed action;
- g) record all decisions accurately and objectively with timescales for actions;
- h) send drafts to the chair and headteacher for amendment/ approval by the chair;
- i) copy and circulate the approved draft to all governors within the timescale agreed;
- j) advise absent governors of the date of the next meeting;
- k) keep a file of signed minutes within the school office, as an archive record;
- l) liaise with the chair, before the next meeting, to receive an update on the progress of actions agreed upon previously by the governing body;
- m) following the approval of the minutes at the next meeting forward a copy to the LA;
- n) chair that part of the meeting at which the Chair is elected.

3 Membership

The clerk will:

- a) keep updated the Governance database of names, addresses and category of governing body members and their term of office;
- b) initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
- c) maintain copies of current terms of reference and membership of committee and working parties and nominated governors eg Literacy;
- d) 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;
- e) inform the governing body of any changes to its membership;
- f) maintain governor meeting attendance records and advise the governing body of the non-attendance of governors;
- g) maintain governor training records;
- h) maintain Key School Information file;
- i) advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school;
- j) ensure new governors complete and submit pre-appointment check forms included in the welcome pack. Re-elected/ reappointed governors should also complete a new form when starting a new term of office.

4 Advice and information

The clerk will:

- a) advise the governing body on procedural issues;
- b) access appropriate legal advice, support and guidance (usually this will be either from or via Governance);
- c) ensure that new governors are aware of the web address of the DfE Guide to the Law and other relevant information;
- d) take action on governing body's agreed policy to support new governors, giving advice on recommended training (i.e. Induction, Safeguarding)
- e) advise on the requisite contents of the school prospectus and annual report to parents;
- f) ensure that all statutorily-required policies are in place and that a file is kept in the school of policies and other school documents approved by the governing body;
- g) maintain records of governing body correspondence.

- 5 **Professional Development** The clerk will:
- a) successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent;
 - b) attend termly briefings participate in other professional development opportunities
 - c) keep up to date with developments in education and children's services, and legislation affecting school governance.
- 6 **Other** The clerk may be asked to perform as part of their duties any of the following:
- a) clerk some or all governing body committees;
 - b) assist with the elections of parent and staff governors;
 - c) give advice and support to governors taking on new roles such as chair or chair of a committee;
 - d) participate in, and contribute to the training of governors in areas appropriate to the clerking role;
 - e) maintain a file of relevant DfE and LA documents;
 - f) maintain archive materials;
 - g) prepare briefing papers for the governing body, as necessary;
 - h) help to produce a Governing Body Year Planner, aligned with the SDP, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees.

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 board as they apply to the organisation
- elements of effective governance and board 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