

Job Description Clerk to the Governors



Line manager/s: The Headteacher and the Chair of Governors.

1. Meetings

The Clerk to the Governing Board will:

- a) Work effectively with the Chair and Head Teacher before the Governing Board meeting to prepare a purposeful agenda that takes account of current issues and is focused on school improvement.
- b) Monitor policies requiring Governing Board ratification, ensuring they are distributed, reviewed and renewed in a timely manner.
- 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 Board on governance legislation and procedural matters where necessary before, during and after the meeting.
- f) Take notes of the Governing Board 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 Head Teacher for amendment/approval by the Chair.
- i) Send a copy of the draft minutes on request to the Local Authority.
- j) Copy and circulate the approved draft minutes to all Governors within the timescale agreed with the Governing Board.
- k) Advise absent Governor of the date of the next meeting.
- l) Keep a minute book or file of the signed minutes, as an archive record.
- m) Act as Clerk to all or some of the committees appointed by the Governing Board and as such convene and attend their meetings undertaking the appropriate elements of a)-l) above.
- n) Work with the Governing Board to arrange meetings at suitable times and send notifications to Governors of meetings.
- o) Ensure a room is booked to hold meetings in good time.
- p) A forward plan of all Committees work and Working Groups focus.

2. Membership

The Clerk will:

- a) Maintain an up to date record of names, addresses and category of Governing Board members (including associate members) and their term of office.
- b) Assist the Governing Board in the induction of new Governors through the issue of relevant background materials on their appointment (e.g. school development plan, schedule of meetings etc.)
- c) Maintain copies of current terms of reference and membership of committee and working parties and nominated Governors e.g. literacy.
- d) Advise Governors, the Head Teacher and, where appropriate, the appointing Board of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner.
- e) Inform the Governing Board and ensure that the Local Authority is also informed of any such changes no later than one month after they occur.
- f) Maintain Governor meeting attendance records and advise the Governing Board of non-attendance of Governors.
- g) Ensure a record of Governors business interest is maintained, reviewed annually and lodged with the school.
- h) Update the DfE of any Governor changes.
- i) EDI governor data collection and publication

3. Advice and Information

The Clerk will:

- a) Advise the Governing Board on procedural issues.
- b) Where necessary seek advice and guidance from the Local Authority.
- c) Ensure that the new Governors have a copy of the DFES "Guide to the Law" and other relevant information.

Job Description Clerk to the Governors



- d) Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the Governing Board.
- e) Maintain records of Governing Board correspondence.
- f) Updating webpages - policies, governors info, DofI and newsletters etc

4. Professional Development

The Clerk will:

- a) Successfully complete the induction training provided by the Local Authority and will undertake other appropriate training as required.
- b) Keep up-to-date with current educational developments and legislation affecting school governance.

5. Extras

- a) Be available to alert the Chair/Vice Chair of any complaints received in a timely manner so required timescales are adhered to.
- b) Be responsible for sending response letters from the Chair/Vice Chair.
- c) Liaise with school staff as required.
- d) Support with Parent Governor elections.
- e) Sharing training opportunities, booking training and recording training.
- f) Support with any staff appeals.
- g) Write the Governor newsletters for the school to distribute.

6. Confidentiality

You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

The clerk may be asked to perform additional duties appropriate to the role.

Hagley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.