



### Clerk to the Governors (Professional Governance Advisor) for Maintained Schools Job Description

Reporting to: The Governing Board

Salary Grade: NGC Scale 4

#### Our People Values:

To uphold and act in accordance with Worcestershire County Council's values:

- ***Customer Focus*** – Ensure delivery of a high-quality service which meet the needs of customers.
- ***Can Do Culture*** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- ***Freedom within Boundaries*** - Make constructive change through cohesive decision making, ensuring services are responsive.

#### JOB PURPOSE:

To provide support and advice to enable effective governance, advising on governance, constitutional and procedural matters and contributing to the efficient and effective functioning of the governing board and its committees. The Clerk/ Professional Governance Advisor will:

- provide administrative and organisational support for the governing board
- support the efficient and effective operation of the governing board and its committees
- provide guidance to ensure the governing board is compliant with legal and regulatory framework, understanding the consequences of non- compliance
- provide procedural advice to assist the governing board in developing a governance framework and driving improvements to its systems, processes and structures
- ensure governance at all levels is carrying out its functions

#### OUTLINE RESPONSIBILITIES AND TASKS

- advise the board on its core functions in accordance with advice from the Department for Education (DfE), including the Governance Handbook and Competency Framework for Governance
- advise the governing board on relevant legislation and procedural matters where necessary before, during and after meetings
- know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board
- inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- advise the board on the regulatory framework for governance (relevant acts and regulations, instruments of government)
- offer advice on governance best practice, including on committee structures and self-evaluation
- ensure that statutory policies are in place, and highlight when they need to be reviewed and by whom
- advise, develop and maintain in consultation with the board, the annual calendar of governing board meetings, monitoring and training



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- facilitate new governor induction and ensuring they have access to appropriate documents, including any agreed code of conduct, school email addresses and secure area passwords
- contribute to the induction of governors taking on new roles e.g.: the chair of the board, chair of a committees and delegated responsibilities
- anticipate issues which may arise, and draw these matters to the chair's attention, proposing recommendations

## ➤ **Organisation and administration of meetings**

- work with the chair and headteacher to prepare a focused agenda for governing board meetings and committee meetings
- liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation
- ensure meetings are quorate, inclusive and well structured
- record the attendance of governors at all meetings (including any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences
- draft minutes of meetings to reflect the 3 core strategic functions, indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the governing board
- circulate the reviewed minutes to all governors/members of the committee, the headteacher and other relevant bodies within the statutory timescale agreed with the governing board
- following-up on any agreed action points with those responsible and informing the board of progress
- advise, set up and clerk hearings and panels as required

## ➤ **Governing board membership**

- advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the board's capacity, diversity and skills mix
- establish, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment
- give procedural advice concerning conduct of governor elections and assist with election procedures
- collate, maintain and ensure correct publication of information about governors such as any declarations and pecuniary interests
- ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so
- maintain a record of training undertaken by members of the governing board
- maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- advise the governing board on succession planning for all governing board roles.
- support the local governing board in developing effective and inclusive recruitment practices which promote diversity



➤ **Managing information**

- maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board and any relevant authorities of any changes to its membership
- maintain copies of current terms of reference and membership of any committees, working parties and any governors with specific oversight of an area e.g. 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 at meetings
- maintain records of governing board correspondence
- ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website

➤ **Relationships and development**

- develop and maintain professional working relationships with the chair, the board and school leaders
- contribute to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- undertaking appropriate and regular training to maintain knowledge and improve practice
- keeping up to date with current educational developments and legislation affecting school governance participating in regular performance management led by the Chair

➤ **Evaluation and development**

- to contribute to rigorous and effective methods of self-review with the governing board
- coordinate a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
- support the commissioning and arrangements for external reviews of governance
- developing and implement a training programme for those governing

### GENERIC ACCOUNTABILITIES

- liaise with relevant professional organisations and networks
- to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage governors in their development and training
- to undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- keep abreast of policy developments affecting governance
- participate in regular performance management, led by the chair of the governing board
- to undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- the duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.



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This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.

**Additional Information:**

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

All staff at Ashton under Hill First School to be committed to safeguarding and promoting the welfare of children and young people.