JOB DESCRIPTION

Clerk to Governors

Overview: The Clerk to the Governors will provide

Responsible to: The Chair of Governors and the Governing Body

Responsible for: Working with the Headteacher, Chair of Governors and the Governing Body to ensure the effective and smooth running of the governing body.

The job description is written with the purpose of giving guidance to the clerk to provide a high quality professional clerking service to support our governing body in being efficient and effective.

MAIN AREAS OF DUTY
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 matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

MEETINGS
The clerk to the Governing Body will:

a) clerk the Full Governing Body meetings and committee meetings, as well as panel meetings whenever possible;

b) ensure the governing body is properly constituted and ensure meetings are quorate;

c) working with the Chair of Governors and the Headteacher produce a Governing Body Year Planner, which includes an annual calendar of meetings and circulate it to all governors at to the end of the preceding academic year;

d) work effectively with the chairs of committees and the headteacher before the Governing Body and committee meetings to prepare a purposeful agenda which takes account of DfE and ELAN issues and is focused on school improvement;

e) at least 7 days prior to the meeting send/or upload all meeting documents to governors. Remind governors of the date/time of the meeting and inform them that the documents are accessible for them to review prior to the meeting;

f) record the attendance of governors at the meeting, including absences, apologies and the reasons;

g) advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting;

h) take notes of the Governing Body meetings to prepare minutes, including highlighting questions and indicating who is responsible for any agreed action;

i) record all decisions accurately and objectively with timescales for actions, if they will go beyond the next relevant committee meeting;
j) send drafts of minutes to the chair of the relevant committee and the headteacher for amendment and approval;

k) ensure that all documents required by the ELAN board are sent to them on time.

Within 14 working days of each meeting each Committee will:

- produce and agree minutes of its meetings, using email if necessary;
- provide a summary document identifying (i) decisions made, (ii) recommendations to the Board, (iii) any items for the information of the Board and (iv) items for further discussion by the Board;
- together with the Committee Reports;

l) copy and send the approved minutes and documents required by the board to the clerk to the ELAN Board and upload these documents to Governor Hub within 14 working days;

m) keep a minute book, or file of signed minutes, as an archive record, and duplicate it to be kept within school;

n) liaise with the chair, prior to the next meeting to receive an update on progress of actions previously agreed;

o) chair that part of the meeting at which the chair is elected.

**MEMBERSHIP**

The clerk will:

a) maintain a database of names, addresses and category of Governing Body members, and their term of office;

b) 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;

c) inform the Governing Body of any changes to its membership;

d) along with the Headteacher, Chair of Governors and Induction Governor, provide information for a welcome pack/letter to be sent to newly appointed governors including a Code of Practice for governors.

e) maintain copies of current terms of reference, membership of committees, membership of working parties, and nominated governors;

f) maintain governor meeting attendance records and advise the Governing Body of long term non-attendance of governors;

g) at the start of each academic year advise governors that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school and provide appropriate forms to create the register;

h) ensure the Disclosure and Baring DBS information is up to date for all governors;

i) maintain a record of training undertaken by members of the governing body;
ADVICE AND INFORMATION
The clerk will:

a) advise the Governing Body on procedural issues;

b) have access to appropriate legal advice, support and guidance;

c) ensure that new governors have an updated version of the DfE Governor's Handbook and other relevant information;

d) take action on the governing body's agreed policy to support new governors, taking account of the induction materials and courses made available;

e) advise on the required legal content of the school’s online information;

f) 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 Body;

g) maintain records of Governing Body correspondence.

PROFESSIONAL DEVELOPMENT
The clerk will:

a) successfully complete training for Clerks to Governing Bodies provided by ELAN or an equivalent National Training Programme;

b) attend briefings and participate in professional development opportunities;

c) keep up-to-date with current educational developments and legislation affecting school governance.

OPTIONAL EXTRAS
The clerk may be asked to perform as part of their duties any of the following: (These additional tasks will usually be negotiated at an extra cost for the school).

a) clerk any extra committees or panels that arise;

b) assist with the elections of parent, teacher and staff governors;

c) give advice and support to governors taking on new roles such as 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 ELAN documents;

f) maintain archive materials;

g) prepare briefing papers for the Governing Body, as necessary.