

(SCHG51b)

## **Role Title: Clerk to the Governors**

Grade: 4  
Accountable to: Chair of Governors  
Hours: 10 hours per week term time only

### **Purpose of the role**

The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors and with the Principal 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. S/he will secure the continuity of governing body business and observe confidential requirements.

### **Key Accountabilities**

**The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the school, but accountabilities will include (or be equivalent in nature to) those listed below:**

#### **Meetings:**

- Work effectively with the chair and Principal before the governing body meeting to prepare a purposeful agenda which takes account of Department for Education (DfE) and Local Authority (L.A) and issues and is focused on school improvement.
- Encourage the Principal and others to produce agenda papers on time.
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting.
- Record the attendance of governors at the meeting and take appropriate action re absences.
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting.
- Take notes of the governing body meetings to prepare minutes, indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts to the chair and Principal for amendment/approval by the chair.
- Copy and circulate the approved draft to all governors within the timescale agreed with the governing body.
- Advise absent governors of the date of the next meeting.
- Keep a minute book or file of signed minutes as an archive record.
- Following approval of the Full Governing Body minutes at the next meeting forward a copy to the LA.
- Chair that part of the meeting at which the chair is elected.

#### **Membership:**

- Maintain a database of names, addresses and category of governing body

(SCHG51b)

members and their term of office.

- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated governors.
- Advise governors and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner.
- Inform the governing body of any changes to its membership.
- Maintain governor meeting attendance records and advise the governing body of non-attendance of governors.
- Ensure a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school.

### **Advice and Information:**

- Advise the governing body on procedural issues.
- Have access to appropriate legal advice, support and guidance.
- Ensure that new governors know how to access the DfE Governors Handbook May 2013 and other relevant information.
- Take action on governing body's agreed policy to support new governors, taking account of the Guidance for Headteachers and Chairs of Governors on National Training Programme for New Governors and induction materials/courses made available by LAs and others.
- Ensure that statutory policies are in place.
- Maintain records of governing body correspondence.

### **Professional Development:**

- Attend termly briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting school governance.

### **Other Duties:**

- Clerk some or all statutory and non-statutory governing body committees.
- Assist with the elections of parent, teacher and staff governors.
- Give advice and support to governors taking on new roles such as chair or chair of a committee.
- Participate in, and contribute to, the training of governors in areas appropriate to the clerking role.
- Maintain a file of relevant DfE and LA documents.
- Maintain archive materials.
- Prepare briefing papers for the governing body, as necessary.
- Help produce a Governing Body Year Planner, which includes an annual calendar of meetings

# Clerk to the Governors

## Person Specification

### Level of Knowledge

- Knowledge and understanding of school governance
- Knowledge and understanding of operational procedures
- Some knowledge of a management information system and understanding of the collection, reporting and use of data

### Qualifications and Professional Membership

- The equivalent of 5 GCSEs to include Level 2 English and Maths.
- Appropriate ICT skills

### Experience

- Experience of working with a Board of Governors, or equivalent
- Experience of providing secretarial support and minute taking
- Experience of working as part of an administrative team providing effective operational support
- Evidence of personal and professional development through work related e

### Skills

#### **Key Skill 1**

- Good communication and interpersonal skills in order to provide clear and concise advice and specialist guidance as appropriate

#### **Key Skill 2**

- Good level of IT skills in using a wide range of ICT software

#### **Key Skill 3**

- Demonstrates ability to organise own work load and act with initiative where appropriate

(SCHG51b)

**Key Skill 4**

- Ability to present information clearly, concisely, accurately and relevantly in ways that promote understanding, either verbally or in written/electronic form

## Competencies

- Works well as part of a team valuing others' differing perspectives.
- Continually seeks opportunities to improve tasks that are within their area of control.
- Models and reinforces excellent behaviours