



## CLERK TO GOVERNORS JOB DESCRIPTION

<b>Current Job Holder:</b>	
<b>Salary Range:</b>	
<b>Responsible to:</b>	Headteacher
<b>Main Purpose of Job:</b>	
<p>Provide advice and guidance to the governing board on governors, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning a governing board and its committees by providing:</p> <ul style="list-style-type: none"> <li>• administrative and organisational support;</li> <li>• guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and</li> <li>• advice on procedural matters relating to the operation of the board.</li> </ul>	
<b>KEY RESPONSIBILITIES</b>	
<b>Provide advice to the governing board</b>	
<ul style="list-style-type: none"> <li>• Advise the board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance.</li> <li>• Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings.</li> <li>• 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.</li> <li>• 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.</li> <li>• Advise the board on the regulatory framework for governance (Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Financial Handbook).</li> <li>• Offer advice on best practice in governance, including on committee structures both at board and academy level.</li> <li>• Advise the governing board on best practice in relation to its scheme of delegation for governance.</li> <li>• Ensure that statutory policies are in place, and that staff revise these when necessary.</li> <li>• Advise on the annual calendar of governing board meetings and tasks.</li> <li>• Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct.</li> <li>• Contribute to the induction of governors taking on new roles, in particular chair of the board or chair of a committee.</li> <li>• Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations.</li> </ul>	
<b>Effective administration of meetings</b>	
<ul style="list-style-type: none"> <li>• With the chair and headteacher, prepare a focused agenda for the governing board meeting and committee meeting.</li> <li>• Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or the articles of association.</li> <li>• Ensure meetings are quorate.</li> <li>• Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.</li> <li>• Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing board), the headteacher.</li> </ul>	

- Circulate the reviewed draft to all governors/members of the committee, the headteacher (if not a governor) and other relevant board, such as the local authority/diocese/trust as agreed by the governing board and within the timescale agreed with the governing board.
- Follow-up any agreed action points with those responsible and inform the chair of progress.

### **Membership**

- Advise governors and appointing bodies in advance of the expiry of a trustee's term of office and impact of this on the board's capacity and skills mix.
- Advise the governing board on the DfE's recommendations and guidance in relation to members and trustees.
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about trustees such as any pecuniary interests and where required publish this information on the school's website.
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee when 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 (of all roles, not just the chair).

### **Manage 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 and working parties and any nominated governors 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.
- Manage the flow of information from trust board to local academy committees and vice versa.

### **People and relationships**

- Develop and maintain effective professional working relationships with the chair, the board and executive leaders.
- Oversee the clerking arrangements at academy committee level.
- Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.

### **Personal Development**

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.

### **Additional Services**

- Clerk any statutory appeal committees/panels the governing board is required to convene: Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the governing board, as necessary.
- Conduct skills audits and advise on training requirements.
- Perform such other tasks as may be determined by the governing board from time to time.

**This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the Trust.**

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:..... Date: .....

CEO:..... Date: .....