



Clerk to Governors - Job Description

Appointment

Contract: Permanent, 6 hours per week, term time only

Responsible to: Chair of Governors

Key Role and Purpose

- To ensure that the governing body is properly constituted and to assist the principal/headteacher in their role as Returning Officer for parent and staff governor elections.
- To provide advice and guidance to the governing body on governance, constitutional and procedural matters.
- To provide effective administrative support to the governing body and its committees.
- To manage information and correspondence effectively and in accordance with legal requirements and local procedures.
- To undertake relevant training and development.

Specific Responsibilities and Duties

Ensure the Governing Body is Properly Constituted

- Advise governors on guidance and regulations concerning the constitution of the governing body.
- Advise the chair, individual governors and appointing bodies in advance of the expiry of a governor's term of office, so that elections or appointments can be organised in a timely manner.
- Assist the principal/headteacher to organise elections to fill vacancies for parent and staff governor positions in accordance with local authority guidelines and current regulations.
- Chair that part of any meeting at which the chair is elected, giving procedural advice concerning the conduct the election.
- Ensure that governor disclosure and barring checks are conducted in a timely manner and in accordance with regulations.
- Advise the chair and governors on succession planning for the governing body.



Provide Advice and Guidance

- Advise the governing body on governance legislation and procedural matters, and act as the first point of contact for governors with queries on such matters; seeking appropriate advice and guidance from third parties on behalf of the governing body where necessary.
- Offer advice to the governing body on best practice in governance, including on committee structures and self-evaluation.
- Advise the governing body of any changes to its responsibilities as a result of a change in school status or changes to relevant legislation or regulation.
- Advise the governing body on the requirement for statutory policies and, working closely with the principal/headteacher, ensure that all such policies are revised and submitted for ratification by the appropriate body in a timely manner.
- Act as the point of contact for new governors, ensuring that they have access to appropriate induction materials and all relevant documents.
- Assist governors taking on new roles, particularly link governors and chairs of committees.
- Manage governor membership of the NGA and the Key.

Provide Effective Administrative Support

- Maintain copies of current terms of reference and details of membership of all governing body committees and working parties.
- Advise the governing body on the annual calendar of governing body and committee meetings and annual tasks.
- Working closely with the chair and principal/headteacher, prepare a focused agenda for all governing body and committee meetings. Liaise with those responsible for preparing papers for the meeting to ensure that they are available on time, and distribute the agenda and all accompanying papers to governors at least 7 days prior to the meeting date.
- Confirm that all meetings are quorate and advise the chair. Record governor attendance and apologies for absence. Maintain an accurate record of the meeting and submit a draft set of minutes, identifying agreed actions and timescales, to the principal/headteacher for review and to the chair for agreement.
- Circulate reviewed draft minutes to all governors, follow up agreed action points with those responsible for delivery and inform the chair of progress.
- Maintain governor meeting-attendance records and advise the chair of potential disqualification through lack of attendance.
- Maintain a record of signed minutes of meetings and ensure that copies are sent to relevant bodies in accordance with local requirements and agreed procedures.



Manage Information and Correspondence Effectively

- Maintain accurate records of governor details and records of pecuniary and material interests in accordance with local government and national regulations and governing body agreed procedures.
- Publish governor details and records on the school website and the EduBase portal in accordance with local government and national regulations and governing body agreed procedures.
- Advise the Local Authority of changes to the governing body, including governor elections, appointments and resignations in accordance with local requirements.
- Maintain a skills audit for the governing body and record of individual governor training and development.
- Ensure that the governor section of the school website is up to date and maintained in accordance with agreed procedures.
- Manage the efficient and effective distribution of advice, guidance and notifications to governors from the Local Authority, professional bodies and other organisations.
- Efficiently manage the receipt, copying, distribution and filing of all correspondence addressed to, or sent by, the governing body or individual governors acting on behalf of the governing body.
- Maintain copies of relevant regulations, guidance and best practice relating to school governance and the role and function of governors and governing bodies.
- Maintain copies of policies and other school documents approved by the governing body and publish details in accordance with agreed procedures.
- Maintain the personnel file for the headteacher on behalf of the chair of governors.

Training and Development

- Undertake appropriate and regular training and development to improve and maintain personal knowledge and practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.

Additional Duties

The clerk may also be required to undertake the following additional duties if required:

- Organise and clerk any statutory appeal committees or panels that the governing body is required to convene.
- Prepare briefing papers for the governing body as required.
- Perform such other tasks as may be determined by the governing body from time to time.