**Stocks Green Primary School**



**Job description for Clerk to Governing Body**

**Position:** Clerk to Governing Body **Grade:** Kent Scheme D

**Reports to:** Chair of Governors

## **Role purpose:**

To provide advice and guidance to the governing body on governance, constitutional and procedural matters.

The clerk will contribute towards the efficient and effective functioning of the governing body and its committees by providing:

* administrative and organisational support
* guidance to ensure that the governing body works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
* advice on procedural matters relating to the operation of the governing body

## **Key duties**

### **Organising meetings, hearings and appeals**

The clerk prepares for and administrates meetings, allowing the governing body to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:

* working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time
* convening meetings and distributing papers as required by legislation
* ensuring meetings are quorate, inclusive and well structured
* overseeing election of officers
* recording attendance/apologies and taking appropriate action in relation to absences
* taking minutes indicating who is responsible for any agreed actions with timescales
* circulating draft and approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the governing body
* following up on action points with those responsible and informing the chair of progress

### **Providing advice and guidance**

* advising on legal duties and governing practice
* advising on constitutional requirements
* advising on governing body procedures
* advising on statutory guidance and policies
* advising on annual tasks and decisions
* advising on governor CPD
* accessing external advice as appropriate
* supporting issue resolution

### **Administration and record keeping**

The clerk supports the governing body in maintaining records of policies and procedural documents and ensures these are accessible. This includes:

* maintaining membership records including contact details of governing body members, terms of office and informing any relevant authorities of changes to membership details
* advising governors and appointing bodies in advance of the expiry of a term of office and the impact of this on the governing body’s capacity, diversity and skills mix
* establishing, in discussion with the governing body, open and transparent vacancy filling processes and efficient procedures for election and appointment
* giving procedural advice and assisting with the management of governor elections
* advising the governing body on succession planning for all board roles
* maintaining governing documents such as terms of reference and signed minutes
* collating, maintaining and ensuring correct publication of information about governors such as any pecuniary interests
* maintaining a record of governing body CPD
* ensuring Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the governing body where it is appropriate to do so
* maintaining records of governing body correspondence
* maintaining governance communication portal
* drafting correspondence on behalf of the governing body
* Provide evidence of challenge and scrutiny to inform the governing body’s accountability and overall ability and capacity to govern well
* Ensure copies of statutory policies and other school documents approved by the governing body are kept in school and published as agreed, for example, on the school website

### **Maintaining relationships and communication**

Good relationships between the clerk and members of the governing body are essential for open communication. Clerks also have a role to play in supporting and advising the governing body on their self-review and development.

The clerk should fulfil these responsibilities, whilst maintaining independence, by:

* maintaining professional working relationships with the chair, the governing body and school leaders
* communicating on governing body matters outside of meetings.
* where appropriate, liaising on behalf of the governing body (such as for external reviews of governance)
* contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
* participating in regular performance management with the chair

### **Ensuring compliance**

* ensuring meetings are quorate
* overseeing the review of required policies
* publication of governance information on school websites
* advising on data protection requirements
* overseeing governing body recruitment processes
* co-ordinating safeguarding checks on governing body members
* monitoring eligibility of governing body members to serve, including on committees
* notifying disqualifications, expiry of office etc
* statutory registers and filing returns
* keeping up to date with current educational developments and legislation affecting school governance

Perform such other appropriate tasks that may be determined by the governing body from time to time.

As clerk to the governing body it would be expected that applicants would either hold a relevant clerking qualification or obtain one within twelve months of employment. After prior consultation with the Chair of Governors, funding for the qualification of, for example, Level 3 Certificate in the Clerking of a School Governing Body would be agreed.