

## **Job Description of the Clerk to the Governing Board Self-Employed Post**

### **Main purpose of role is to:**

Provide advice to the governing board on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing board functions:

- Provide effective administrative support to the governing board and its committees
- Ensure the governing board is properly constituted
- Manage information effectively in accordance with legal requirements

### **Main responsibilities and tasks**

The clerk to the governing board will:

#### **1. Provide advice to the governing board**

- Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for governors with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board;
- 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
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of governing board meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

#### **2. Effective administration of meetings**

- With the chair and Head prepare a focused agenda for the governing board meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate

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

### **3. Membership**

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the governing board; and
- 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)

### **4. 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 using Governor using Governorhub
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, 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

### **5. 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 reviews

## **6. Additional Services**

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing board is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing board will have to make an alternative arrangement
- Assist with the elections of parents and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- 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 and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the governing board from time to time

## Person Specification

This person specification lists the competencies expected of an experienced/fully-trained clerk. The two right-hand columns provide guidance for the appointment of new clerks. (E= Essential criteria, D= Desirable criteria)

	Sections		E	D
1	<b>Skills, knowledge and aptitudes</b>	<p>The clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• Good listening, oral and literacy skills;</li> <li>• Writing agendas and accurate concise minutes;</li> <li>• ICT including keyboarding skills</li> <li>• Organising their time and working to deadlines;</li> <li>• Organising meetings;</li> <li>• Record keeping, information retrieval and dissemination of governing board data/documentation, to the governing board and relevant partners;</li> <li>• Using the internet to access relevant information;</li> <li>• Developing and maintain contacts with outside agencies eg departments of the LA, Church Authorities and the DfES;</li> <li>• Knowledge of governing board procedures</li> <li>• Knowledge of educational legislation, guidance and legal requirements;</li> <li>• Knowledge of the respective roles and responsibilities of the governing board, the headteacher, the LA, Church Authorities and the DfES.</li> <li>• Knowledge of Equal Opportunities and Human Rights legislation;</li> <li>• Knowledge of Data Protection legislation.</li> </ul>	E  E  E	D D  D  D D D  D D D
2	<b>Qualifications and training</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>• Be able to demonstrate a willingness to attend appropriate training and development;</li> <li>• Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.</li> </ul>	E	D
3	<b>Experience</b>	<p>Clerks should be able to produce evidence of:</p> <ul style="list-style-type: none"> <li>• Relevant personal and professional development;</li> <li>• Working in an environment where experience included taking initiative and self-motivation;</li> <li>• Working as a member of a team</li> </ul>		D D D
4	<b>Personal attributes</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>• Be a person of integrity;</li> <li>• Be able to maintain confidentiality;</li> <li>• Be able to remain impartial;</li> <li>• Have a flexible approach to working hours;</li> <li>• Be sympathetic to the needs of others;</li> <li>• Have an openness to learning and change;</li> <li>• Have a positive attitude to personal development and training;</li> <li>• Have good interpersonal skills.</li> </ul>	E E E E E E E E	
5	<b>Special Requirements</b>	<p>The clerk should:</p> <ul style="list-style-type: none"> <li>• Be able to work at times convenient to the governing board, including evening meetings;</li> <li>• Be able to travel to meetings;</li> <li>• Be available to be contacted at mutually agreed times</li> </ul>	E E E	

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