



Whitwick St John the Baptist CE Primary School

Clerk to the Governors

Job Description

- 1 Introduction** The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors, and with the headteacher 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. He/she will secure the continuity of governing body business and observe confidentiality requirements.
- 2 Meetings** The clerk to the governing body will:
 - (a) work effectively with the chair and headteacher before the governing body meeting to prepare a purposeful agenda which takes account of DfE, LA and church authority issues and is focused on school improvement;
 - (b) encourage the headteacher and others to produce agenda papers on time;
 - (c) produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting;
 - (d) record the attendance of governors at the meeting and take appropriate action re absences;
 - (e) advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting;
 - (f) take notes of the governing body meetings to prepare minutes, including indicating who is responsible for any agreed action;
 - (g) record all decisions accurately and objectively within timescales for actions;
 - (h) send drafts to the chair and headteacher for amendment/approval by the chair;
 - (i) copy and circulate the approved draft to all governors within the timescale agreed with the governing body;
 - (j) advise absent governors of the date of the next meeting;

2 Meetings (continued)

- (k) keep a minute book, or file of signed minutes, as an archive record and ensure that signed copies of all minutes and papers discussed are available at the school for public access;
- (l) liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body;
- (m) chair that part of the meeting at which the chair is elected.
- (n) clerk the following committees (for an addition to payment):
 - pupil discipline committees
 - complaints hearings
 - staff discipline and appeals committees

3 Membership

The clerk will:

- (a) maintain a database of names, addresses and category of governing body members and their term of office;
- (b) initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
- (c) maintain copies of current terms of reference and membership of committee and working parties and nominated governors eg Safeguarding;
- (d) advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- (e) inform the governing body, LA and church authority (if appropriate) of any changes to its membership;
- (f) maintain governor meeting attendance records and advise the governing body of non-attendance of governors;
- (g) advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school;

4 Advice and Information

The clerk will:

- (a) advise the governing body on procedural issues; e.g. pupil exclusions;
- (b) have access to appropriate legal advice, support and guidance;
- (c) ensure that new governors have a copy of the DfE

Governors' Handbook and other relevant information;

- (d) take action on governing body's agreed policy to support new governors;
- (e) give advice and support to governors taking on new roles such as chair or chair of a committee;
- (f) maintain archive material to meet statutory requirements;
- (g) ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the governing body;
- (h) ensure that the school business manager is updated with any statutory information required for the school website.
- (I) maintain records of governing body correspondence.
- (j) maintain a file of relevant documents from the DfE, LA and church authorities (if appropriate);

5 Professional Development

The clerk will:

- (a) attend briefings and participate in professional development opportunities;
- (b) keep up-to-date with current educational developments and legislation affecting school governance.

6. Extras

The clerk may be asked to perform as part of their duties any of the following.

- (a) assist with the elections of parent and staff governors
- (b) research and prepare briefing papers for the governing body, on specific issues.
- (c) help to produce a governing body year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees.
- (d) Circulate governor visit monitoring proformas to relevant stakeholders.