

JOB DESCRIPTION



Job title:	Clerk to Governors	Job Ref:	XS8.10
School:	Various		
Department:		Grade:	Dorset Grade 5
Reports to:	Governing Body		

Main job purpose

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.

Main responsibilities and duties

1. To work effectively with the chair and headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DfES, LA and church authority issues and is focused on school improvement.
2. To encourage the headteacher and other to produce agenda papers on time.
3. To 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.
4. To take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action.
5. To record all decisions accurately and objectively with timescales for actions.
6. To send drafts to the chair and headteacher for amendment/approval by the chair
7. To copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body.
8. To keep a minute book, or file of signed minutes, as an archive record.
9. To liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body.
10. Following the approval of the minutes at the next meeting, forward a copy to the LA and where agreed, to the appropriate church or foundation authority.
11. To chair that part of the meeting at which the chair is elected.

12. Maintain a database of names, addresses and category of Governing Body members, and their terms of office.
13. Initiate a welcome pack/letter being set to newly appointed governors including details of terms of office.
14. Maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. Literacy.
15. Maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors.
16. Check with the LA and where appropriate, the church authority that Disclosure and Barring Service checks have been successfully carried out on all new appointees and re-appointees.
17. Maintain records of Governing Body correspondence.
18. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge and Skills

The clerk will successfully undertake relevant training to the role of Clerk to the Governors.

Attend termly briefings and participate in professional development opportunities

Keep up to date with current educational developments and legislation affecting school governance.

Problem solving and creativity

Have access to appropriate legal advice, support and guidance.

Ensure that new governors have access to the governors handbook and other relevant information.

Take action on governing body's agreed policy to support new governors, taking account of the Guidance for Head Teachers and Chairs of Governors on any training courses and induction materials made available by LAs and others.

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.

To record the attendance of governors at the meeting and take appropriate action re: absences.

Working Environment

Key contacts and relationships

The clerk to Governors will advise the Governing Body on procedural issues.

To advise the Governing Body on governance, legislation and procedural matters where necessary before, during and after the meeting.

Advise governors and appointing bodies of expiry of the term of office before term expires so elections can be organised in a timely manner.

Inform the Governing Body of any changes to its membership

Advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school.

To advise absent governors of the date of the next meeting.

Progression in Post (if applicable)

Job description prepared by:

Update by Nicky Hillyar

Designation:

Date:

September
2013