***JOB DESCRIPTION***

**POST**: Clerk to the Governing Body

**JOB** **PURPOSE**: Provide advice and guidance to the governing board on governance, statutory and procedural matters. A professional clerk will contribute towards the efficient functioning a governing board and its committees by providing:

* administrative and organisational support;
* guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance;
* advice on procedural matters relating to the operation of the board.

**ACCOUNTABLE TO**: Chair of the Governing Body

**Professional Responsibilities**

**Provide advice to the governing board**

* Advise the board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance;
* Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings;
* Know where to access 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;
* Advise the board on the regulatory framework for governance (Company Law, Charity Law, Articles of Association and Funding Agreement and Academies Financial Handbook);
* Offer advice on best practice in governance, including on committee structures both at board and school level;
* Advise the governing board on best practice in relation to its scheme of delegation for governance;
* Ensure that statutory policies are in place, and that staff revise these when necessary;
* 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 Conduct;
* Contribute to the induction of governors taking on new roles, in particular chair of the board or chair of a committee;
* Identifies priorities and anticipate issues which may arise and draws these matters to the chair’s attention and proposes recommendations.

**Administration**

* With the chair and headteacher, 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 the articles of association;
* 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 governance 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 headteacher;
* Circulate the reviewed draft to all governors/ members of the committee, the headteacher (if not a governor) and other relevant board, such as the local authority/ trust as agreed by the governing board and within the timescale agreed with the governing board;
* Follow-up any agreed action points with those responsible and inform the chair of progress.

**Membership**

* Advise governors and appointing bodies in advance of the expiry of a members’ term of office and the impact of this on the board’s capacity and skills mix;
* Advise the governing board on the DfE’s recommendations and guidance in relation members and trustees;
* Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner;
* Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
* Collate and maintain information about trustees such as any pecuniary interests and where required publish this information on the school’s website;
* Ensure Disclosure and Barring (DBS) has been carried out on any member when it is appropriate to do so and record on the Single Central Record (SCR);
* Maintain a record of training undertaken by members of the governing board;
* 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).

**Maintaining Records**

* 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;
* Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. 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;
* This job description has to be read in conjunction with the overall requirements of responsibilities identified within relevant conditions of service;
* Whilst every effort has been made to identify the main duties and responsibilities, each individual task may not be specifically identified;
* Colleagues will be expected to comply with reasonable requests from their line manager/senior staff to undertake work of a similar level that is not specified within this job description;
* Colleagues are expected to be courteous to other colleagues and provide a welcoming environment to visitors and telephone callers;
* Colleagues are required to undertake personal risk assessment of their activities and how their actions impact on others observing relevant health and safety guidelines and legislation as appropriate;
* The School will endeavour to make reasonable adjustments to the job and working environment to enable access to employment for disabled applicants or continued employment for any employee who develops a disabling condition.

**Additional Responsibilities**

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

* Clerk any statutory appeal committees/panels or exclusion meetings the governing board is required to convene: Maintain a file of relevant Department for Education (DfE) and local authority guidance documents.
* Maintain archive materials
* Prepare briefing papers for the governing board, as necessary.
* Perform such other tasks as may be determined by the governing board from time to time

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.