

Clerk to Governors job description

Purpose of the Job:

To perform the duties of the clerk to the Governing Body on behalf of Five Acre Wood School. Draft agendas, take notes and produce minutes of meetings, maintain information on membership, and advise the Governing Body on procedural and legislative matters.

Main duties and responsibilities:

1. Prepare the agenda for meetings of the full Governing Body and its committees in consultation with the Chair of Governors and Principal to ensure the meetings are purposeful.
2. Attend and take accurate notes of the meetings, maintain the official minute book to ensure a comprehensive record of attendance, discussion and decisions is maintained and ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.
3. Issue letters of appointment and legal declarations to Governors and maintain records of committee membership and their terms of reference. Inform the LA of all resignations and appointments and maintain a register of Governor's interest and liaise with the appropriate bodies concerning vacancies to ensure that meetings are properly administered and membership of the board of Governors is in accordance with legal requirements.
4. Maintain attendance records and receive apologies for Governing Body meetings. Arrange for a welcome pack/letter to be sent to newly appointed Governors including details of their terms of office and ensure that all systems are properly administered.
5. Liaise with all Governors eligible for election to a chair or vice chair vacancy to determine whether they are willing to be candidates, list on the agenda, at which the election is to be held, those who are willing to be candidates, and act as non-voting Chair of Governors for the part of a meeting at which the Chair of Governors is elected to ensure that membership of the board is in accordance with legal requirements.
6. Minute employee hearings and appeals conducted by the Governing Body Committee panels as necessary and produce and distribute notes promptly to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made.
7. Advise the Governing Body on procedural and regulatory issues providing support and guidance as appropriate. Ensure that all new Governors have a copy of the Guide to the law and other relevant information to ensure that the Governing Body acts within statutory requirements.
8. Attend termly briefings and participate in professional development as directed by Chair of Governors, including relevant accreditation as appropriate.

9. Take action on Governing Body's agreed policy to support new Governors, taking account of the National Training Programme for New Governors and induction materials/courses made available by the LA and others to ensure new Governors are acting appropriately and effectively.
10. Advise on the requisite contents of the school prospectus and annual report to parents. Also 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 ensure that the Governing Body fulfils its statutory obligations.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.