

High Firs Primary School

Headteacher

Mr C Turtle BA Hons PGCE NPQH

Deputy Headteacher

Miss C Rennie BA(Ed) Hons



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Job Description for Clerk to the Governing Body **March 2019**

Main Purpose:

To provide a comprehensive administrative support and point of reference on legal and procedural advice to the Governing Body.

1. Clerking the statutory meetings (10 per year):

Prior to meeting

- Preparation of agenda in consultation with Headteacher and Chair.
- Copying /e-mailing/loading on Governor area of agenda, Headteacher's report, minutes, LA reports and relevant documentation at least 7 days prior to meeting to all governors & Headteacher.
- To undertake research specific for the meeting around statutory duties.
- To liaise with those preparing any supporting papers to ensure they are available on time.

Attendance at meeting

- Attendance at meeting of governing body, if necessary including any meeting with Headteacher/Chair immediately prior to governors meeting.
- Procedural/Professional advice on matters affecting governance – voting rights, committee structure, terms of reference etc.
- Take accurate notes.
- To ensure the attendance register, business interests, terms of reference and training records (where requested by the governing body) are up to date.
- To ensure governors operate within their code of conduct.

Follow up

- Preparation of draft minutes for approval by Chair within 7 school days of the meeting and copy to Headteacher.
- Circulate tabled papers and notification of next meeting to absent governors.
- To put a hard copy of the minutes on file in the school once agreed by the Governing Body.

2. Administrative Support

- Seeking & providing advice where requested by governing body.
- Maintenance of governor databases.



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- Preparation and maintenance of committee lists (if applicable) and other information to support the administration of the governing body.
- Monitoring governors' attendance and maintenance of attendance register.
- Ensure constitution is in line with legislation – preparation of Instrument of Government where appropriate.
- Maintain and file all documentation regarding governor visits.
- Maintain signed minutes in line with regulations & guidance.
- Provision of copies of all papers for filing within school.
- Ensure confidential minutes are filed separately and not available to the public.
- Advise governing body of forthcoming vacancies well in advance of when the governor's term is due to expire.
- Liaison with the Chair and Headteacher and members of the governing body between meetings.
- Ensuring all DBS checks are undertaken by governors using the schools internal systems and keeping an up to date record maintained for the Governing Body.
- Maintain a register of pecuniary interests for members of the governing body.
- Developing Training records and alerts to training as required by the Local Governing Body.
- Supporting parent and staff election procedures where necessary.
- Advise on Governance related procedures.
- Circulate informative and relevant e-mail updates and bulletins to governors covering the current issues facing school and governors including statutory duties, changes in law and regulation and any trust or other local strategies and initiatives.
- Ensure a Yearly Plan of dates for full meetings and committees.
- The clerk will attend any relevant training and briefing sessions specific to their role.
- To act as the first point of contact for governors with queries on procedural matters.
- Keeping abreast of local & national advice and requirements in education development where relevant to governors.

3. Potential additional clerking functions not covered by the standard agreement:

- Clerking and administration of additional meetings to be mutually agreed between the school & clerk.
- Administration and minuting of Appeals for the governing body.
- Attendance at Training Courses (not specific to own role)

4. Competency

- Meet the requirements & carry out tasks as set out in the DfE's Clerking Competency Framework.
<https://www.gov.uk/government/publications/governance-handbook>



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