

**Clerk to Governors - Job Description**

Responsible to the Head of School

Respect, Compassion, Community, Perseverance, Aspiration, Independence

Article 29: Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

**Kent Range 7 FTE £22,581, pro rata £751.95 based on 1.5 hours per week term time only**

**Purpose of the Job:**

To perform the duties of the clerk to the Governing Body on behalf of the Kent Clerking Service. 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 Executive Headteacher to ensure the meetings are purposeful. Circulate the agenda and minutes electronically along with supporting papers to the governing body in line with statutory requirements.
2. Attend and take accurate notes of the meetings, maintain the official minutes to ensure a comprehensive record of attendance, discussion and decisions is maintained. Circulate minutes to executive Headteacher and Chair of Governors and then including amendments to governing body within 14 school days from the meeting. File hard copies of minutes and supporting documents, ensuring public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.
3. Clerking actions arising from the minutes undertaken, including informing of additional services which can be provided.
4. 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.
5. Maintain up to date 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. Keep up to date business and pecuniary registers.
6. 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.
7. 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.
8. 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.
9. Attend termly briefings and participate in professional development as directed by the Clerking Service Manager including relevant accreditation as appropriate.
10. Be the first point of contact for governance related support.
11. 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.
12. 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.
13. Provide a concerted effort to provide a substitute clerk where necessary.

**Specific Duties**

**Before the governing board meeting**

• To undertake research specific for the meeting around statutory duties

• To draft the agenda for meetings of the full governing board or committee two weeks prior to the meeting and include standing items as advised by The Clerking Service

• To add any statutory policies, from the policy review schedule, requiring review and approval to the agenda

• To seek approval of the agenda in consultation with the chair and the executive Headteacher

• To liaise with those preparing any supporting papers to ensure they are available on time

• To distribute the agenda and any supporting papers electronically to members of the governing board and its committees as appropriate seven school days in advance of the meeting or within the time limits required by the Articles of Association or Scheme of Delegation

• Alert the governing board and/or appointing bodies in advance of any impending membership considerations

• Advise as appropriate on any procedural and legislative matters

• Deal with any correspondence regarding the meeting.

At the governing board meeting

• Ensure the meeting is quorate before any business is conducted. Advise on next steps and charges if the meeting is inquorate

• Attend meetings of the governing board/ committees and take accurate notes

• Work in tandem with the chair, supporting and challenging to ensure the board focuses on strategic rather than operational decisions and flagging up where the board is overstepping or deviating from its role

• Provide guidance to the chair and board to help them identify the information they require and the questions they should ask of senior leaders

• Ensure the governing board/ committee approved minutes are signed in accordance with legislation

• To advise on procedural and legislative matters in relation to the governing board in accordance with information contained within the Instrument of Government, School Governance Regulations, Governance Handbook, Monthly Bulletin, District Governor briefing, the Articles of Association, the Funding Agreement, Independent Schools Standards Regulations, Academies Financial Handbook and any other relevant circulars

• To ensure the attendance register, business and pecuniary interests, terms of reference are up to date

• Alerts the chair or speaks out at meetings to ensure governors operate within their code of conduct

• To annually establish a full timetable of governing board and committee meetings as appropriate for agreement.

**After the governing board meeting**

• Gain authorisation for any additional meeting hours or additional services from the chair in writing and then submit to the Business Support Officer for appropriate invoicing

• To write (ensuring the minutes accurately reflect the content of the meeting and provides evidence of challenge and scrutiny of the leadership), produce and submit electronically, draft minutes of the governing board to the chair within 7 school days of any clerked meeting with copies to the Executive Headteacher for information, unless advised otherwise by the governing board

• To distribute electronically cleared chair draft approved minutes to the governors and Diocesan Director of Education (if appropriate) within 10 school days of chair approval

• To put a hard copy of the signed minutes and any supporting papers on file in the school for available inspection by the public

• To put a hard copy of any confidential minutes and their appropriate papers in the separate secure location in the school

• Send electronically to the school paid staff member responsible for uploading to the school website if required.

**Between the governing board meetings**

• To maintain membership records on individual governor’s attendance, roles and terms of office

• To electronically send to the person responsible in school for the website the changes in membership and roles for uploading

• Liaison with the Local Authority/Diocesan representatives/Trust Boards including for forthcoming vacancies

• To alert the person responsible in the school for GIAS and/or Companies House of any required membership changes

• To ensure a register of governing board pecuniary interest is maintained and reviewed annually

• To update the Governor Services database with all changes in maintained school governing boards membership including the chair and vice chair positions within 14 school days of receiving the information

• To alert the governing board and appointing bodies in advance of any impending membership considerations

• To attend training and briefing sessions arranged for clerks

• To keep abreast of updates and changes to governance legislation and responsibilities as advised by the Clerking Service Strategic Lead and The Education People

• To act as the first point of contact for governors with queries on procedural matters

• Notify the governing board and the Clerking Service as soon as possible if they cannot make a meeting, so that a cover clerk can be arranged where possible.