

Bysing Wood Primary School

Job Description for a Clerk To Local Governing Body

1. Take minutes at full governing body and committee meetings, showing who is responsible for agreed actions (with timescales) and ensuring any confidential items are minuted separately.
2. Circulate minutes to board members within agreed timescales.
3. Produce draft agendas for meetings with the chair of governors and headteacher and distribute the agenda with any relevant reports and papers.
4. Provide advice on school governance legislation and procedural issues to ensure the board is compliant, effective and constituted correctly.
5. Provide advice on the core functions of the governing body as outlined in the DfE Governance Handbook and any changes to the responsibilities of school governors.
6. Provide advice during the election of the chair and vice-chair.
7. Ensure terms of reference for committees and any other delegated responsibilities are reviewed at appropriate intervals.
8. Keep records of governing body membership and report any vacancies to the governing body.
9. Keep records of committee membership, terms of office, link roles, attendance at meetings and completed training.
10. Keep a record of school policies (both statutory and non-statutory) to show when they were last approved and ensure they are reviewed at the appropriate interval.
11. Maintain a register of financial and other interests to ensure conflicts of interest are declared and managed.
12. Ensure all required governance information is published online.
13. Arrange induction training and ongoing training for board members.
14. Support the induction of new governors by providing the documents, mentor links and training opportunities they need.
15. Undertake induction training and further training as required.
16. Provide support for parent and staff governor elections and advice on how other governors are appointed or removed.
17. Ensure Disclosure and Barring Service (DBS) and section 128 checks are carried out and recorded.
18. Ensure that the Get Information About Schools (GIAS) database is kept up-to-date.
19. Undertake other tasks as required.