



JOB DESCRIPTION – CLERK TO THE GOVERNORS

CORE PURPOSE: The Clerk to the Governing Body will be accountable to the Governing Board, working effectively with the Chair of Governors, the headteacher and all other governors. The clerk will be responsible for advising on constitutional matters, duties and powers and will work within the broad current legislative framework. They will secure the continuity of the governing board business and observe confidentiality requirements. The clerk will proactively support governors to ensure that statutory requirements are met and ensure that information about the work of the governors is made publicly available in a regular and timely manner.

Meetings

The clerk to the governing board will:

- work effectively with the Chair of Governors, chairs of panels and the headteacher before full governing board (FGB) meetings and panel meetings to prepare a purposeful, targeted agenda which takes account of DfE, local authority and diocesan issues and is focused on school priorities and overall school improvement
- produce, maintain and assist the Chair in managing the governing body work planner working with the Chair to ensure papers are received in time so they can be circulated no later than 7 days before the scheduled meeting. The planner should always show the next 12 months on a rolling basis.
- produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting
- record the attendance of governors at the meetings and take appropriate action regarding absences, ensure absences with or without apologies are minuted accordingly with approval by the governing body and the information is published on the school website
- use the 'Governor Hub' online portal to share key governor documents (agendas, minutes, reports, etc) with governors and use it as a means of sharing updates and other communications to the governing board.
- advise the governing board on governance legislation and procedural matters where necessary before, during and after the meeting. It would be expected that the clerk would demonstrate sound knowledge and expertise in interpreting, researching and applying the legislation
- take notes of the governing board meetings to prepare minutes, including indicating who is responsible for any agreed action
- record all decisions accurately and objectively with timescales for actions and person responsible
- send drafts to the Chair, lead governors and headteacher for amendment and approval by the Chair
- copy and circulate the approved draft to all governors within the timescale agreed with the governing body – generally within two weeks of the meeting
- advise absent governors of the date of the next meeting
- keep a minute book, or file of signed minutes, as an archive record held at the school
- liaise with the Chair, and headteacher prior to the next meeting to receive an update on progress of actions agreed previously by the governing body
- following the approval of the minutes at the next meeting forward a copy to the local authority
- chair that part of the meeting at which the Chair is elected.

Providing information to the community

The clerk to the governing body will:

- work with the Chair, headteacher, Finance and Administration Officer and HR Officer to support governors to ensure that information about the governing body, such as profiles of members, meeting minutes, agendas, and other similar information that helps the broader community to understand the work of the governing body, are made available in a timely and regular manner
- lead on the maintenance and content on the governors' section of the school website, ensuring that the names and biographies of governors are current, that the minutes and reports are shown and liaising with the Marketing and Admissions Officer to ensure that the current versions of policies are on display.

Membership

- The clerk to the governing body will:
- maintain a database of names, addresses and category of governing board members and their term of office
- initiate a welcome pack and relevant correspondence to be sent to newly appointed governors including details of terms of office
- maintain copies of current Terms of Reference and membership of committee and working parties and nominated 'named' governors
- advise governors and appointing bodies of the expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner
- inform the governing body, local authority* and diocese of any changes to its membership
- maintain governor meeting attendance records and advise the governing board of nonattendance of governors

- maintain a register of governing board pecuniary interests – ensure this is reviewed annually and lodged within the school and on the school website
- ensure the school, and, where appropriate, the diocese administer the disclosure and barring service (DBS) checks for all governors and ensure that all new and re-appointed governors complete qualification for governorship declarations.
- advise the governing body in relation to any constitutional changes and liaise with the local authority or diocese when raising new Instruments of Government and Articles of Association
- be responsible for overseeing and maintaining an annual governing body skills audit
- maintain a log of governors' training, including safeguarding training, and using the training record pro-actively to suggest further training opportunities and highlight areas of concern.

Advice and information

The clerk to the governing board will:

- advise the governing board on procedural matters
- have access to appropriate legal advice, support and guidance
- ensure that new governors are aware of the DfE 'Governance Handbook' and other relevant information
- advise on the requisite content of the school website
- ensure information is supplied to the Secretary of State for entry via Edubase on the national database
- ensure that all statutory policies are in place, reviewed on an agreed annual basis and in line with DfE guidance that a file is kept in the school of policies and other school documents approved by the governing body
- maintain records of governing board correspondence
- liaise with AfC governor support
- inform governors of training events.

Occasional extra duties – as negotiated with the governing body

The clerk to the governing board will:

- clerk some or all statutory and non-statutory governing board committees
- assist with the elections of parent and staff governors
- give advice and support to governors taking on new roles such as Chair, Vice-chair or Lead Governor
- participate in, and contribute to the training of governors in areas appropriate to the clerking role
- update professional and procedural knowledge through attending training sessions and briefings
- assist in the setting up and organisation of statutory committees when necessary
- deal with correspondence for the governing board
- provide minute taking support for non-statutory committees.

Professional Development

The clerk to the governing board will:

- successfully complete the National Training Programme for Clerks to the Governing Body or its current equivalent
- attend AfC termly briefings and participate in professional development opportunities
- keep up-to-date with current educational developments and legislation affecting school governance

Bishop Perrin School is committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share this commitment. Appointments are made using safer recruitment processes, which includes online checks, and the successful candidate will be subject to enhanced Disclosure and Barring Service checks. References will be requested prior to interview.