

Balcombe C of E Primary School



Clerk to Governors - Job Description

Introduction

The Clerk will be accountable to the governing body, working effectively with the Chair of governors and with the Headteacher and other governors.

The Clerk will be responsible for advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework. S/he will secure the continuity of governing body business and observe confidential requirements.

Start date - Immediate

Part-time

Salary WS04

Meetings - the Clerk to the governing body will:

- Work effectively with the Chair and Headteacher before meetings to prepare agenda which takes account of DfES and LA issues and is focused on school improvement.
- Encourage and support the Chair and Headteacher (and others where necessary) to produce agenda papers on time.
- Produce, collate and distribute the agenda and papers, so that recipients receive them at least seven clear days, before the meeting.
- Record the attendance of governors at the meeting and take appropriate action re absences.
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after any meeting.
- Take notes of the meetings to prepare minutes, clearly indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts to the Chair/Deputy Chair and Headteacher for amendment/approval by the Chair.
- Copy and circulate the approved draft to all governors within the timescale agreed with the governing body.
- Advise absent governors of the date of the next meeting.
- Keep a minute book or file of signed minutes as an archive record.
- Chair that part of the meeting at which the Chair is elected.
- Produce a Governing Body Year Planner, which includes an annual calendar of meetings for the governing body and committees.

Membership - the Clerk will:

- Maintain the register of pecuniary interest and attendance record of members of the governing body, and advise of the governing body of non-attendance of governors.
- Ensure a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school.
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- Advise the Chair, governors and appointing bodies of their upcoming expiry of term of office, so elections or appointments can be organised in a timely manner.
- Inform the governing body of any changes to its membership.

Advice and Information - the Clerk will:
• Advise the governing body on procedural issues.
• Have access to appropriate legal advice, support and guidance.
• Ensure that new governors have a copy of the DfES Guide to the Law and other relevant information.
• Take action on governing body's agreed policy to support new governors, taking account of the Guidance for Headteachers and Chairs of Governors on National Training Programme for New Governors and induction materials/courses made available by LAs and others.
• Ensure that statutory policies are in place.
• Maintain records of governing body correspondence.
• Maintain records in the Governors Virtual Office, including regular housekeeping and archiving of folders and documents.
Professional Development - the Clerk will:
• Attend and/or receive termly briefings and participate in professional development opportunities.
• Keep up-to-date with current educational developments and legislation affecting school governance.
Additional duties - the Clerk may be asked to perform as part of their role any of the following:
• Assist with the elections of parent, teacher and staff governors.
• Give advice and support to governors taking on new roles such as Chair or Chair of a committee.
• Participate in, and contribute to, the training of governors in areas appropriate to the clerking role.
• Maintain a file of relevant DfES and LA documents.
• Prepare briefing papers for the governing body, as necessary.
• Review annually and update the governor body and governor profiles as necessary.

Balcombe C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful appointment will be subject to satisfactory Disclosure and Barring Service check, references, medical and qualification checks.