



Clerk to Governors

Bristol Cathedral Choir School & Cathedral Primary School

Job Description

Job Title:	Clerk to Governors
Salary:	SCP 24, actual salary £5,854.62 (£29,777 full time equivalent)
Working Pattern:	9 hours per week, term-time only (0.1966 FTE) (5 hours BCCS / 4 hours CPS)
Start Date:	As soon as possible

Purpose of the role

To embrace the mission and values of Bristol Cathedral Choir School and Cathedral Primary School by supporting the work of the Local Governing Body, through providing advice on governance, constitutional and procedural matters.

Details of the role

Clerk to the Governors Core Responsibilities:

- Provide effective administrative support to the governing body
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for governors with queries on procedural matters
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
- Inform the governing body of any changes to its responsibilities as a result

of a change in school status or changes in the relevant legislation

- Offer advice on best practice on governance
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of governing body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles.
- With the chair and headteacher prepare a focused agenda for the governing body meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
- Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body
- Follow-up any agreed action points with those responsible and inform the chair of progress
- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner
- Maintain a register of governor financial interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school
- Ensure Disclosure and Barring (DBS) has been carried out on any governor, in conjunction with the schools HR department, when it is appropriate to do so
- Maintain a record of training undertaken by members of the governing body

-
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
 - Advise the governing body on succession planning (of all roles, not just the chair)
 - Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership; liaise to ensure website information is accurate
 - Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND
 - Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
 - Maintain records of governing body correspondence
 - Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website
 - Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
 - Keep up-to-date with current educational developments and legislation affecting school governance
 - Participate in regular performance management

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing body is required to convene
- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents
- Prepare briefing papers for the governing body, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies

-
- Perform such other tasks as may be determined by the governing body from time to time.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.