**Job Description**

**Clerk to the Governing Body**

**Purpose of the Post**

The Clerk will be accountable to the Governing Body, working with the Chair & Vice Chair of Governor, alongside the Headteacher, SLT and other Governors. The clerk will be responsible for advising the governing body on constitutional and procedural matters and will work within the current legislative framework.

**Key Duties**

**Meetings**

* To work with the Chair and Vice Chair of the Governors and the Headteacher, prior to each Governors meeting to ensure there is a clear agenda and documentation taking account of all necessary criteria including DfE, LA items and the school improvement plan.
* Encourage the Headteacher, SLT and other Governors to produce papers in a timely manner.
* Produce, collate and distribute the agenda and papers to all recipients, ensuring that they are shared 7 days before the meeting takes place.
* Record the attendance at all meetings and take any necessary steps regarding absences.
* Minute all Governing Body and Finance Committee meetings and note relevant actions, owners and timescales.
* Share drafts with the Chair, Vice Chair and Headteacher for amendment/approval by the Chair.
* Share drafts with the Finance Committee chair and Headteacher for amendment/approval.
* Document and keep a file of the signed and agreed minutes in the school office and electronically as an archive record.
* Liaise with the Chair to coordinate actions for upcoming meetings.
* Ensure all meetings are quorate

**Membership**

* 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.
* Chair relevant parts of the meeting at which the chair and vice chair is elected, giving procedural advice concerning conduct of this and other elections.
* Maintain a register of governor pecuniary interests and ensure the record of governors’ business interests is reviewed regularly and lodged within the school.
* Liaise with the local authority to ensure Governor records are kept up to date.
* Ensure all relevant recruitment onboarding, including Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so.
* Maintain a record of training and skills review to be 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).
* Ensure that all new governors receive relevant induction materials and welcome packs from WSCC.

**Advice**

* 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 in governance, including on committee structures and self-evaluation.
* 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.
* Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.

**Manage Information**

* 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.
* 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 the training log for all Governors training
* Maintain records of governing body correspondence.
* Maintain the Policy log
* Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed on the website.

**Personal Development**

* Undertake appropriate and regular training and development to maintain your knowledge and improve practice.
* Keep up to date with current educational developments and legislation affecting school governance.
* Participate in regular performance management.

**Additional Services**

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) and local authority guidance documents.
* Maintain archive materials.
* Prepare briefing papers for the governing body, as necessary.