



# ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

LEARNING TOGETHER IN CHRIST

SERVICE EXCELLENCE RESPECT FAITH

## JOB DESCRIPTION: CLERK TO THE GOVERNING BODY

<b>Responsible to:</b>	The Co-Chairs of Governors
<b>Main purpose of the role is to:</b>	
<ul style="list-style-type: none"><li>• Provide advice to the governing body on governance, constitutional and procedural matters. Regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions.</li><li>• Provide effective administrative support to the governing body and its committees.</li><li>• Ensure the governing body is properly constituted.</li><li>• Manage information effectively in accordance with legal requirements.</li></ul>	
<b>Main responsibilities and tasks. The clerk to the governing body will:</b>	

### 1. Provide advice to the governing body

- 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;
- Assist the Co-Chairs and Headteacher 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; and
- Contribute to the induction of governors taking on new roles, in particular Co- Chair or Chair of a committee.

### 2. Effective administration of meetings

- With the Co-Chairs and Headteacher prepare a focused agenda for the governing body meeting and committee meetings;
- Distribute the agenda and papers as required by legislation or other regulations;
- Agree and arrange dates of meetings, virtual or face to face as appropriate.
- Ensure meetings are quorate;



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- 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 Co -Chair and the Headteacher;
- Circulate the reviewed draft to all governors (members of the committee) and the Headteacher within the timescale agreed with the governing body.

### 3. 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 that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections;
- Maintain a register of governing body pecuniary interests and ensure the record of governors' business interests are reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor 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 Co-Chair of potential disqualification through lack of attendance; and
- Advise the governing body on succession planning (of all roles, not just the Co-Chair / Chair).

### 4. Manage Information

- Ensure all governance information is regularly updated on GIAS
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g., Safeguarding, 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, e.g., communication from stakeholders such as complaints;
- Ensure that details of Governing Body members are up to date and on the school website;
- 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; and
- Ensure all documents required by the governing body are available via Sharepoint.

### 5. Personal Development

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



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## 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: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement;
- assist in Headteacher recruitment;
- assist with co-opted governor recruitment;
- 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 archive materials;
- prepare briefing papers for the governing body, as necessary;
- 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.