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| scsp-logo | **STEEL CITY SCHOOLS PARTNERSHIP**  **JOB DESCRIPTION** |
| Steel City Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **SCHOOL** | **Various** |
| **POST TITLE** | **Clerk to Governors** |
| **ROLE PROFILE** |  |
| **JOB NUMBER** |  |
| **GRADE** | **5** |
| **RESPONSIBLE TO** | **Governance, Compliance & Development Officer** |
| **RESPONSIBLE FOR** | **N/A** |
| **HOLIDAY AND SICKNESS COVER** | **Other Clerks** |
| **PURPOSE OF JOB** | **Provide administrative support, advice and guidance to the local governing bodies on governance, constitutional and procedural matters.** |
| **RELEVANT QUALIFICATIONS** | * **NVQ 2 or Equivalent Qualification or Experience in a relevant discipline** * **Good oral and written communication skills** |

**JOB DESCRIPTION FOR POST OF:- CLERK TO GOVERNORS**

The post holder must at all times carry out his/her duties and responsibilities within the spirit of SCSP’s Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

##### PURPOSE OF ROLE

To provide administrative support, advice and guidance to the local governing bodies on governance, constitutional and procedural matters. A clerk contributes towards the efficient and effective functioning of governance across our Trust by providing:

* administrative and organisational support
* guidance to ensure the local governing bodies works in compliance with its legal and regulatory framework
* advice on procedural matters relating to the operation of the local governing bodies.

##### MAIN DUTIES AND RESPONSIBILITIES

1. ORGANISATION AND ADMINISTRATION OF MEETINGS

The clerk prepares for and administrates meetings, allowing the board to make effective use of their time and focus on strategic matters. The clerk supports the smooth and effective running of meetings by:

* working with the chair and headteacher to prepare a focused agenda for local governing body meetings and committee meetings
* liaising with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation
* ensuring meetings are quorate, inclusive and well structured
* recording the attendance of governors at meetings
* drafting minutes of meetings, indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the governing board
* circulating the reviewed minutes to all governors/members of the committee, the headteacher and other relevant bodies within the timescale agreed
* following-up on any agreed action points with those responsible and informing the chair of progress.

### ADVICE AND GUIDANCE

The clerk provides independent advice to the local governing body on its duties and functions in line with the SCSP Scheme of Delegation, contributing to the efficient conduct of the board by:

* advising the local governing bodies on their core functions in accordance with the SCSP Scheme of Delegation and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance
* advising the local governing bodies on relevant legislation and procedural matters where necessary before, during and after meetings
* knowing where to access appropriate legal advice, support and guidance
* informing local governing bodies of any changes to its responsibilities as a result of a change in school/Trust status or changes in the relevant legislation
* advising local governing bodies on the regulatory framework for governance
* offering advice on governance best practice, including self-evaluation
* giving procedural advice concerning conduct of governor elections and assist with election procedures
* facilitating new governor induction and ensuring they have access to appropriate documents
* contributing to the induction of governors taking on new roles, in particular, chair or link roles
* anticipating issues that may arise, and drawing these matters to the chair’s attention, proposing recommendations.

1. MANAGING INFORMATION

The clerk supports local governing bodies in maintaining records and ensures they are accessible. This requires the clerk to:

* maintain records of local governing body membership and terms of office, and advise governors and the Trust in advance of the expiry of terms of office and the impact on the board’s capacity, diversity and skills mix
* maintain copies of the terms of reference, Scheme of Delegation and link governor roles
* maintain records of local governing body correspondence
* collate, maintain and ensure correct publication of information about governors, such as any pecuniary interests
* ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out for governors
* maintain a record of training undertaken by members of local governing bodies
* maintain governor meeting attendance records and advice the chair of potential disqualification through lack of attendance.

1. RELATIONSHIPS AND DEVELOPMENT

Good relationships between the clerk and the members of the local governing bodies are essential for open communication. The clerk should:

* Develop and maintain professional working relationships with the chairs, local governing bodies and school leaders
* Contribute to the coordination of learning and development opportunities for those involved in governance
* Undertake regular training to maintain knowledge and improve practice
* Keep up to date with educational developments and legislation affecting school governance
* Participate in regular performance management.

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities are to be carried out in accordance with SCSP’s Policies.

More information about the role of a Clerk to Governors can be found in the [Clerking Competency Framework](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/609971/Clerking_competency_framework.pdf).