

Job Description and Person Specification

Clerk to Local Governing Body

Responsible to:	Grade: 6
Hours: 8 hrs per meeting per school	Duration: Permanent
Main Location: various	

The purpose of the clerk's role is to:

- Provide advice to the governing body on governance, constitutional and procedural matters, in line with the Trust guidance and procedures.
- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.

Main responsibilities and tasks

The clerk to the governing body will:

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 the Trust Secretary 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, Trust direction 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 adopted.
 - Advise on the annual calendar of governing body meetings and tasks, as provided by the Trust Board.
2. Effective administration of meetings
 - With the chair and head teacher 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.
 - Ensure meetings are quorate.
 - 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.

¹ Faringdon Academy of Schools (FAoS) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.
A full list of schools within FAoS can be found at www.faringdonacademy.org.

- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the head teacher.
- Circulate the reviewed draft to all governors (members of the committee), the head teacher (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the Trust and within the timescales laid down in the clerks' handbook.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office, so that elections or appointments can be organised in a timely manner in line with Trust guidelines.
- 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 governor pecuniary interests and ensure the record of governors' business interests is reviewed biannually and lodged within the school; ensuring they are published on the school website.
- 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).
- Send new governors induction materials and ensure they have access to appropriate documents, including the Code of Conduct.
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.
- Ensure New Governor form is completed and sent to the Trust Secretary.
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.

4. 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 the Trust Secretary of any changes to its membership.
- Maintain copies of current Instrument of Government, terms of reference and membership of any committees and working parties and any nominated link governors e.g. Child-protection, SEND, Safeguarding.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published on the school website 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.
- Ensure the LGB is compliant with GDPR.
- Ensure the governors page on the school website is current and in line with DfE guidelines.

5. Personal Development

- 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.

6. Additional Services

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

- Clerk panels, in line with Trust Policy and Procedure.
- 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 and Science (DfES), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the governing body, as necessary.
- Perform such other reasonable tasks as may be determined by the governing body from time-to-time.

Qualifications and Experience

Qualities	Essential/ Desirable
Experience • General clerical/administrative/financial work	E
Qualifications & Training • NVQ 2 or equivalent qualification or experience in relevant discipline • Good numeracy/literacy skills, ideally including Minute-taking • Be able to demonstrate a willingness to attend appropriate training and development	D E E
Knowledge & Skills • Effective use of ICT packages including MS Office software • Use of relevant equipment/resources • Good keyboard skills • Knowledge of relevant policies/codes of practice and awareness of relevant legislation • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify own training and development needs and cooperate with means to address these. • Knowledge of GDPR	E E E E E E E
Personal Attributes The clerk should: • be a person of integrity • be able to maintain confidentiality • Be able to remain impartial • have a flexible approach to working hours • have good interpersonal skills	E E E E E
Special Requirements • Able to work at times convenient to the governing body, including evening meetings • Able to travel to meetings • Available to be contacted at mutually agreed times	E E E

