

Wollaston School



Clerk to Governors

Wollaston School Local Governing Body

JOB DESCRIPTION

Job Title: Clerk to Governors

Location: Wollaston School

Salary: £150 per meeting

Time commitment: Approximately 18 meetings per academic year

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Wollaston School

Wollaston School is a founding member the Nene Valley Partnership Academy Trust (NVP), a newly established multi-academy trust with both primary and secondary schools located in a semi-rural area of Northamptonshire, committed to Excellence in Education.

Wollaston School is a large secondary school located in a village setting about 15 minutes' drive from Northampton. We have over 1400 students on roll with approximately 240 students in the Sixth Form. The school is oversubscribed and was rated 'Good' by Ofsted in 2017.

Regulations require governors to have regard to advice from the clerk in regards to exercising the Local Governing Body (LGB) functions:

- Provide effective administrative support to the LGB and its committees
- Ensure the LGB is properly constituted
- Manage information effectively in accordance with legal requirements

Clerk to Governors Job Specification

The clerk to the Local Governing Board (LGB) will:

1. Provide advice to the LGB

- Advise the LGB 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 LGB;
- Inform the LGB 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 LGB 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.

2. Effective administration of meetings

- With the chair and Headteacher to prepare a focused agenda for the LGB meetings and committee meetings;
- 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;
- Draft minutes of Governor meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and 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 / trust as agreed by the LGB and within the timescale agreed with the LGB;
- 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 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 Governor pecuniary 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 when it is appropriate to do so;
- Maintain a record of training undertaken by members of the Governors;
- Maintain Governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- Advise the Governor on succession planning (of all roles, not just the chair).

4. Manage Information

- Maintain up to date records of the names, addresses and category of LGB members and their term of office, and inform the LGB 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 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 LGB correspondence;
- Ensure copies of statutory policies and other school documents approved by the LGB are kept in the school and published as agreed, for example, on the website.

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.

5. Additional Services

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

- Clerk any statutory appeal committees/panels the LGB is required to convene: if the clerk is not contracted to set up and clerk these panels, the LGB will have to make an alternative arrangement;
- 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;
- Maintain archive materials;
- Prepare briefing papers for the LGB, 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 Chair or Headteacher from time to time.

Person Specification

	Essential	Desirable
SKILLS, KNOWLEDGE & EXPERIENCE		
Good listening, oral and literacy skills	E	
Writing agendas and accurate concise minutes	E	
ICT including keyboarding skills		D
Organising their time and working to deadlines		D
Organising meetings	E	
Record keeping, information retrieval and dissemination of LGB data / documentation, to the LGB and relevant partners		D
Using the internet to access relevant information	E	
Developing and maintaining contacts with outside agencies – eg. Departments of the LA, Church Authorities and the DfE		D
Knowledge of LGB procedures		D
Knowledge of educational legislation, guidance and legal requirements		D
Knowledge of the respective roles and responsibilities of the LGB, the Headteacher, the LA, Church Authorities and the DfE		D
Knowledge of Equal Opportunities and Human Rights legislation		D
Knowledge of GDPR legislation		D
QUALIFICATIONS & TRAINING		
Be able to demonstrate a willingness to attend appropriate training and development	E	
Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent		D
EXPERIENCE		
Relevant personal and professional development		D
Working in an environment where experiences included taking initiative and self-motivation		D
Working as a member of a team		D
PERSONAL ATTRIBUTES		
Be a person of integrity	E	

Be able to maintain confidentiality	E	
Be able to remain impartial	E	
Have a flexible approach to working hours	E	
Be sympathetic to the needs of others	E	
Have an openness to learning and change	E	
Have a positive attitude to personal development and training	E	
Have good interpersonal skills	E	
SPECIAL REQUIREMENTS		
Be able to work at time convenient to the LGB, including evening meetings	E	
Be able to travel to meetings	E	
Be available to be contacted at mutually agreed times	E	

How to Apply:

To apply for our Clerk to Governors vacancy, please send a letter of application of no more than two sides of A4 to fitzhughj@wollaston-school.net, explaining how your skills and experiences have prepared you for this role, and what value you feel you can add our governing body.