

CLERK TO SCHOOL GOVERNORS

JOB DESCRIPTION

Line of responsibility

The clerk to the governors will be directly responsible to the chair of governors.

Job purpose

The clerk to the governors is responsible for:

- Providing a full range of administrative support for the chair, governing board and its sub-committees and the headteacher. This support will include dealing with confidential issues.
- Providing the governing board with advice on constitutional matters, procedures relating to school governance, and recommending good practice.
- Attending all governing board meetings, taking accurate minutes and arranging their circulation to members.
- Completing administrative routines relating to the post holder's remit.
- Supporting and encouraging the school's ethos and its objectives, policies and procedures.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the chair of governors, headteacher and line manager. Please note that the post holder will be required to work outside of normal school working hours for school events, meetings and emergencies.

Job specification

Operational

- They shall establish and maintain good relationships with all students, parents/carers, colleagues, governors and other professionals.
- They shall provide efficient and accurate administrative support to the chair and the governing board including arranging mailings as required.
- They shall convene all meetings of the governing board, including those of sub-committees, by written notice and within required timescales.
- They shall liaise with the headteacher and chair/s regarding the preparation of the agenda for meetings.
- They shall ensure that governors sign the meeting's attendance record and notify members of absentees and their reasons for absence.
- They shall take accurate minutes at meetings and prepare their draft for approval by the chair, headteacher and governing board.
- They shall ensure approved minutes are signed as required by the chair of governors/chair of sub-committee.

- They shall publish and circulate minutes after approval as required and taking into consideration procedures for confidential items.
- They shall maintain an archive of all minutes and required documentation.
- They shall liaise with the chair of governors/chair of sub-committee before the next meeting to receive an update on progress of actions agreed previously.
- They shall advise the governing board on new policies required and dates for review of existing policies, including bringing model/draft policies to their attention.
- They shall maintain records of current terms of reference and membership of committees, working parties and nominated governors.
- They shall maintain a database of governors' terms of office and attendance ensuring that elections, appointments and terminations of office are carried out correctly.
- They shall liaise with the chair of governors regarding recruitment strategies that could be used in finding new governors.
- They shall undertake administrative duties relating to the election of parent and staff governors following agreed procedures.
- They shall ensure that all safeguarding requirements are put in place for members of the governing board and new appointees.
- They shall administer the appointment procedure of new governors and co-ordinate their induction.
- They shall ensure that the governing board's reporting requirements conform to statutory requirements including those that form part of the schools financial value standard (SFVS) or the school resource management self-assessment tool.
- To deal with governors' correspondence promptly and as required.

General

- They shall attend school events as required.
- They shall attend relevant meetings and training sessions, including those outside of normal school hours.
- They shall arrange and give training sessions to staff and governors to ensure that they are aware of procedures and regulations as appropriate.
- They shall seek, consider, and act upon professional support and advice as required.
- They shall keep up-to-date with developments and changes in associated legislation and guidance, and communicate appropriate information to/advise colleagues and governors.

