



DAVENANT FOUNDATION SCHOOL

JOB DESCRIPTION

Job title:	Clerk to the Governing Body
Work Directed By:	Chair of Governors/Headteacher
Performance Reviewer/ Team Leader:	Chief Financial Officer
Purpose of the Post:	To advise and support the governance of the school and the trustees of the Whitechapel and Reynolds charities.
Pay Range:	Scale 8
Time Allocation:	12 hours per week term time only + ad hoc work depending on circumstances

The Clerk to the Governing Body will be accountable to the governing body, working effectively with the chair of governors, and with the Headteacher and other governors. The Clerk to the Governing Body will be responsible for advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework. They will secure the continuity of governing body business and observe confidentiality requirements. They will fulfil a similar role for meetings of the Whitechapel Trustees and the Reynolds Fund Trustees as well as ensure that required information about the school is communicated to Companies House when necessary.

There are about 30 meetings of the governors and trustees each academic year, of which about 25 are held virtually. Most meetings are held in the evening, although day time in person meetings of the governing body are being trialled. Most work can be undertaken remotely, should that suit.

With regard to meetings of governors and members and of fund trustees, the Clerk to the Governing Body will carry out the following main roles:

- Work effectively with the chair, chairs of committees, the Headteacher and senior staff to prepare agendas
- Encourage the Headteacher and others to produce agenda papers on time
- Produce, collate, and distribute the agenda and papers to ensure governors receive them at least seven days before the meeting
- Record attendance and take action re absences



- Ensure meetings are quorate
- Advise the governing body on governance legislation and procedural matters
- Prepare and produce minutes of governing body meetings, indicating who is responsible for any agreed action
- Record decisions accurately and objectively with timescales for action
- Submit drafts to the chair and the appropriate senior member of staff for amendment / approval
- Issue the approved draft to all governors within the agreed timescale
- Advise absent governors of the time, date and venue of next meeting
- Keep a record of minutes produced
- Liaise with the chair prior to the next meeting to receive an update on progress of agreed actions
- Chair that part of the meeting at which the chair is elected
- Use technology to communicate and to produce and file papers effectively and efficiently (currently email and google cloud)

In terms of membership, the Clerk to the Governing Body will:

- Maintain a database of names, addresses and category of governors and members, and their terms of office
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office
- Maintain copies of current terms of reference and membership of committee and working parties and nominated governors
- Advise governors of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner
- Inform the governing body of any changes to its membership
- Maintain governor and member meeting attendance records and advise the governing body of non-attendance of governors
- Ensure that a register of governing body pecuniary interests is maintained, reviewed annually and uploaded to the website
- Check that D.B.S. disclosure and other pre-appointment checks are successfully carried out on governors and members as appropriate
- Maintain electronic records with Companies House, the Charity Commission and the Department for Education
- Complete Companies House/Charity Commission returns as required
- Organise and administer elections of parent governors
- Organise and facilitate the selection process for foundation and co-opted governors

With regard to school policies the Clerk to the Governing Body will:

- Maintain the electronic policy tracker
- Ensure the school has all required statutory policies in place
- Alert committee chairs or relevant members of staff when policies are due for review and ask them to update for presentation to Committees/ governing body



- Ensure policies are approved by the correct body (Committee and/or governing body)
- Prepare a policy review schedule for each governing body meeting
- Liaise with the Office Manager to ensure approved policies are uploaded to the shared staff Google drive and website as appropriate

With regards to providing advice and information, the Clerk to the Governing Body will:

- Advise the governing body on procedural issues
- Have access to appropriate legal advice, support and guidance
- Ensure that new governors have access to relevant DfE, local authority and on line resources
- Take action on the governing body's agreed policy to support new governors
- Maintain records of governing body correspondence
- Fulfil the duties required under the School's Articles of Association
- Advise and support governors taking on new roles
- Participate in and contribute to the training of governors in areas appropriate to the Clerk to the Governing Body role
- Maintain a record of relevant DfE, LA and church authority documents
- Maintain archive materials
- Prepare briefing papers for the governing body, as necessary
- In conjunction with Chair of Governing Body and Headteacher produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items

In relation to Professional Development, the Clerk to the Governing Body will:

- Attend termly briefings and participate in professional development opportunities
- Keep up to date with current educational developments and legislation affecting school governance – e.g. through involvement with the National Governors Association and Essex Clerking Association

In relation to hearings and panels, the Clerk to the Governing Body will:

- Arrange, facilitate and clerk governor panels to hear cases (e.g. pupil exclusion, complaints, staff appeals)

Davenant is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school.