

CLERK TO GOVERNORS RECRUITMENT PACK

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PLEASE NOTE

The content of this pack is presented as a recommendation by Governor Services. Governing boards can choose to adopt their own method of employment. If changing the content of the job description, it is recommended that you seek the advice of the Human Resources Team in the first instance via email: hrenquiries@westberks.gov.uk.

1.0 AN INTRODUCTION TO THIS RECRUITMENT PACK

This pack has been produced by West Berkshire Governor Services, to help governing boards recruit and retain high quality clerks.

It has long been recognised by national and local government that an effective clerk is a key element in the success of any governing board and that they contribute enormously to the effectiveness of a governing board by:

- providing advice to the governing board on governance, constitutional and procedural matters and working within the remit of the governance legislative framework
- providing effective administrative support to the governing board and its committees
- ensuring the governing board is properly constituted
- managing information effectively in accordance with legal requirements
- recommending good practice

It is important that governing boards understand the reasons for employing a good clerk, and that appropriate time and remuneration is given to the post holder to allow the full role to be undertaken and performed effectively.

The national job description, produced on behalf of the DfE (Department for Education), has been evaluated under the West Berkshire job evaluation scheme as a Grade E. This model job description is included in the pack, together with a Person Specification and current rates of pay for Grade E.

Whilst all clerks are expected to clerk all full governing board meetings, there is flexibility as to the clerking of committee and ad-hoc appeal panel meetings. It is for the governing board and clerk to agree the scope of additional clerking and two worksheets are included in the pack to help you decide on tasks and calculate hours. There is also a model Service Level Agreement to state expectations of the clerk and the governing board. This can be adapted to suit the individual governing board's needs.

Recruitment

It is the responsibility of the governing board to advertise the post as appropriate. Commonly, advertisements are placed in the local newspaper, school newsletters, parish newsletters, the schools' internal bulletin '[Greensheets](#)' and [West Berkshire's Internal Bulletin](#). A model advertisement and a set of example interview questions are included in this pack.

Performance Management

Clerks are non-teaching members of staff of the school, and as such, are entitled to annual performance reviews and increments within their grade. The clerk is employed by the governing board to work for the governing board, and the Chair of Governors is the clerk's Line Manager. All clerks should have a contract drawn up for the role, whether he/she works independently or has another role within the school. Your school's Finance Officer/School Business Manager/Bursar will be able to help you with this.

If you would like to discuss your clerking requirements, any aspect of the role or the contents of this pack, please contact Nicki Cother – Governor Services Officer (Email: nicki.cother@westberks.gov.uk Tel: 01635 519047).

2.0 JOB DESCRIPTION

Authority: West Berkshire Council	Service Area: Education
Post Reference No:	Location:
Job Title: Clerk to Governors	Grade/Salary Range: E

JOB PURPOSE

To ensure the continuity and effectiveness of governing board business, by providing high quality confidential administrative support, working within the governance legislative framework.

To be responsible for:

- advising the governing board on constitutional and procedural matters, duties and powers, ensuring compliance with governance legislation.
- recommending good practice.

To be accountable to the governing board, working effectively with the Chair of Governors, the Head teacher and other governors.

DESIGNATION OF POST AND POSITION WITHIN SERVICE STRUCTURE

Reports to the Chair of Governors.

MAIN DUTIES AND RESPONSIBILITIES

- * Prepare and distribute purposeful timely agendas for meetings, taking account of DfE, LA and church authority issues and focussing on school improvement.
- * Take notes of governing board meetings in order to produce comprehensive and effective minutes, reflecting discussion and recording all decisions accurately and objectively with timescales for agreed actions.
- * Maintain records of governing board membership and constitution details.
- * Keep attendance records of governors and to advise on appropriate action for absences.
- * Advise the governing board on governance legislation and procedural matters where necessary.
- * Communicate relevant information to all governors as required.
- * Maintain all records and documentation relevant to school governance business, including standing orders, statutory policies, committee membership details and terms of reference.
- * Ensure that a register of business interests is maintained (legal requirement) and updated annually.
- * Maintain an archived record of signed governing board minutes, ensuring that copies are available for inspection.
- * Keep abreast of legislation affecting school governance and current educational developments.
- * Act as Chair of Governors for that part of the meeting when a new Chair is being elected.

- * Liaise with Local Authority and/or Diocese to keep informed of membership changes.
- * Perform all pre-appointment checks on new and re-appointed governors.
- * Attend termly forums and participate in professional development opportunities.
- * Carry out any other reasonable duties relating to the post as directed.

SCOPE OF JOB (Budgetary/Resource control, Impact)

- Requires a sound understanding of and ability to interpret School Governance Regulations regarding the function, responsibilities and authority of school governing boards.
- Will be required to communicate with national and local government officers, governors and education professionals including Head teachers on a regular basis.
- Will have access to extremely sensitive and highly confidential information which must be dealt with discretely.

IMPACT

The Governance Handbook, provided by the Department for Education, states that one of the main core features of effective governance is having the **support and advice of an independent and professional clerk**.

The National Governors' Association's Clerks' Pay and Employment Survey 2016, states it is **vital for the benefit of both the clerk and governing board that the clerk's performance is reviewed** and there should be an expectation they will have **completed some form of training specific to clerks** before they take up the role.

The Office for Standards in Education (OFSTED) are keen to see that **minutes of governing board meetings show that they are well organised and ask searching questions of leaders**.

3.0 PERSON SPECIFICATION

Job Title: Clerk to Governors	Service Grouping / Area: Education
Authority: WEST BERKSHIRE COUNCIL	Post Reference No:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	NVQ Level 2/3 or equivalent English GCSE grade C or above(or equivalent)	Business or secretarial qualification ISCG Accreditation National Training Programme for Clerks
Competence Summary (Knowledge, abilities, skills, experience)	Experience of writing agendas and accurate concise minutes. Ability to maintain efficient record keeping systems. Good word-processing and emailing skills. Ability to interrogate internet.	Knowledge of school governing board legislation and procedures. A good understanding of the management processes in a school. Ability to develop and maintain contacts with outside agencies e.g. LA, church authorities, DfE
Work-related Personal Requirements	Good communication skills Good interpersonal skills Good organisational skills Confidentiality, tact and diplomacy Ability to remain impartial Openness to learning and change	Positive attitude to personal development and training
Other Work Requirements	Ability to work flexible hours including evening work Able to travel to meetings when necessary	

4.0 RATES OF PAY

These hourly rates should be used where payment for the particular job entirely depends on the submission of timesheets.

LOCAL GOVERNMENT PAY RATES - 1 April 2020

These rates should not be used to pay an employee working additional hours in their normal salaried job.

The rate reflects the requirement to pay the employee an element of holiday pay.

Timesheet only employees (Grade E)						
SCP	Salary	Basic Rate	Less than 5 years Service		5 years + Service	
			12.2% A/L	Pay Rate	14.8% A/L	Pay Rate
7	20092	10.4142	1.2705	11.68	1.5413	11.96
8	20493	10.6220	1.2959	11.92	1.5721	12.19
9	20903	10.8346	1.3218	12.16	1.6035	12.44
10	21332	11.0569	1.3489	12.41	1.6364	12.69
11	21748	11.2725	1.3752	12.65	1.6683	12.94
12	22183	11.4980	1.4028	12.90	1.7017	13.20

5.0 SCOPE OF JOB

Clerking Responsibilities Task	Task Agreed
Prepare the agenda for meetings of the full governing board in consultation with Chair of Governors and Head teacher to ensure the meetings are purposeful	
Maintain attendance records and receive apologies for <u>full governing board meetings</u> . Attend and take accurate notes of meetings, maintain the official minute archive to ensure that a comprehensive record of attendance, discussion and decisions is retained and ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.	
Prepare the agenda for committee meetings in consultation with the Chair of the committee	
Maintain attendance records and receive apologies for governing board <u>committee meetings</u> . Attend and take accurate notes of meetings maintain the minutes to ensure that a comprehensive record of attendance, discussion and decisions is retained and ensure public copies of the minutes are made available at the school for inspection on request in accordance with legal requirements.	
Manage governing board records; ensuring information is filed appropriately and available for inspection.	
Receive correspondence on behalf of the governing board and ensure necessary and appropriate action is taken, producing correspondence on behalf of the governing board as directed, to ensure that the meetings and business of the governing board is properly administered.	
Ensure that all pre-appointment and re-appointment checks are performed on new or re-appointed governors (Identity, declaration, code of conduct) and maintain record of checks undertaken	
Issue letters of appointment and legal declarations to governors and maintain records of committee membership and their Terms of Reference. Inform the LA of all resignations and appointments and maintain a register of governors' business interests and liaise with the appropriate appointing boards concerning vacancies to ensure that meetings are properly administered and membership of the governing board is in accordance with legal requirements.	
Arrange for a welcome pack/letter to be sent to newly appointed governors including details of their terms of office and maintain a database of names, addresses and category of governor and their terms of office to ensure that all systems are properly administered.	
Take an active role in supporting the election process of the Chair and Vice Chair in accordance with the governing board's agreed procedure. Ensure that it is an agenda item and act as non-voting Chair of Governors for that part of a meeting at which the Chair of Governors is elected.	

Minute employee hearings and appeals conducted by the governing board panels as necessary and promptly produce and distribute notes to attendees to ensure an accurate record is maintained of evidence on which important employment decisions are made.	
Minute exclusion hearings conducted by the governing board panels as necessary and promptly produce and distribute notes to attendees to ensure an accurate record is maintained of evidence on decisions made.	
Advise the governing board on procedural issues and obtain and share legal advice, support and guidance as appropriate. Ensure that new governors know where to access the DfE Governance Handbook and other relevant information to ensure that the governing board acts within statutory requirements.	
Take action on the governing board's agreed policy to support new governors.	
Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the governing board to ensure that the governing board fulfils its statutory obligations.	
Attend termly briefings, clerks training seminars and participate in professional development opportunities, keep up to date with current educational developments and legislation affecting school governance in order to support the governing board effectively.	
Undertake research to produce papers for meetings as requested	
Undertake parent and staff elections as required	
Other agreed tasks <ul style="list-style-type: none"> • • • 	

6.0 GUIDELINES FOR CALCULATING THE CLERKS' HOURS

This worksheet provides a framework for calculating the number of hours the clerking role will take on an annual basis. Once approved by the governing board these hours will then form the basis of the clerk's contract.

Task	Suggested Time allocation	No. of meetings	Agreed hours
Preparing the agenda, taking, producing and circulating the minutes of a full governing board meeting of 2 hours in duration.	Average 8 hours per meeting		e.g. 6 meetings per year = 48 hours
Preparing agendas, taking, producing and distributing the minutes of a committee meeting of no more than 2 hours in duration	Average 6 hours per meeting		
General record keeping and management of the paperwork related to appointments and resignations	Average 30 hours per annum		
Maintaining all records and documentation relevant to school governance business including standing orders, Terms of Reference, committee membership, statutory policies	Average 30 hours per annum		
Research and providing advice on procedure or constitution regulations, new governance legislation, publications etc.	Average 12 hours per annum		
Attendance at Clerk related training e.g. induction sessions x 2, leadership forums	12-15 hours per annum		
Other regular tasks - specify	As agreed with the governing board		
TOTAL HOURS			
Arranging panel meetings to hear appeals. Preparing the agenda, and taking and producing the minutes.	Ad-hoc - to be paid at an hourly overtime rate		

Agreed by Chair (Line Manager): _____

Agreed by Clerk: _____

Date: _____

7.0 MODEL SERVICE LEVEL AGREEMENT BETWEEN THE CLERK AND THE GOVERNING BOARD

(to be read in conjunction with West Berkshire Model Job Description)

Name of School: _____

The Clerk will report directly to and be line-managed by the Chair of Governors. The Clerk's performance will be reviewed annually by the chair (or designated governor).

Scope of Job

The clerk will be required for full governing board meetings [and Committee meetings]. [Name of School] has [X] full governing board meetings per year. [Name of School] has the following committees: [name of committee] – [xx] meetings per year.

Papers for meetings will be provided to clerk at least [x] days before the meeting to enable clerk to circulate at least 7 clear days before meeting.

Clerk to circulate agenda to relevant governors at least 7 days prior to the meeting (legal requirement). *[Insert own text for any additional customised procedure]*

Clerk to prepare minutes in draft form and forward for initial checking to the Chair of the meeting and *[insert other]* within [x] days of the meeting taking place. Clerk to circulate draft minutes to all governors within [xx] days of meeting. *[Insert own text regarding any other customised procedure]*.

The Clerk to the Governors will/will not be required to clerk Pupil Disciplinary Meetings and Staff Disciplinary Meetings, and/or appeals related to either.

The Clerk will ensure governing board compliance with procedure and constitution regulations.

The Clerk to the Governors will be expected to attend relevant training offered by West Berkshire Governor Services. Other training and development opportunities may arise which will be agreed mutually between the Clerk and the Chair of Governors.

Agreed Pay Scale: _____ **Spinal Point:** _____

Method of Payment – please tick box ✓

**Nil Hours Contract –
paid on timesheet:** _____

**Contracted hours per
annum:** _____

Agreed by Chair (Line Manager): _____

Agreed by Clerk: _____

Date: _____

8.0 MODEL ADVERTISEMENT

Clerk to the Governors

To commence as soon as possible

This is a part time, permanent contract position with approximately [insert] hours per annum. Salary Grade E, SCP 7-12 (£20,092 - £22,183 per annum, pro-rata – equivalent to £10.41–£13.20 per hour) depending on experience and length of service within the local authority.

We are looking for a Clerk to the Governors to support our Governing Board. This is a key role providing administrative support to the governing board of [insert school], reporting to the Chair of Governors. This vital position ensures the effectiveness of the governing board by meeting the administrative and procedural requirements and enabling the board to fulfil its statutory responsibilities.

Principally, the Clerk is responsible for preparing agendas in consultation with the Chair of Governors and Headteacher; taking and writing up the minutes at governors' meetings, and distributing documentation and other information to the governing board. The Clerk will also need to become familiar with the DfE's Clerking Competency Framework, the Governance Handbook and provide accurate advice to governors as necessary.

Currently, meetings are held [insert how, when and where e.g. currently on Zoom, once a month, after school hours] meaning that a willingness to attend evening meetings is essential. However, most of the administrative duties can be undertaken in the successful candidate's own home.

The successful candidate will also be expected to attend induction training and some training sessions, provided by the Local Authority, which are held during the working day.

We require someone with good listening/communication skills, together with an ability to successfully work independently and as part of a team. Good English, maths and Microsoft Office skills are also essential required attributes.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.

For an informal chat, please contact the Chair of Governors – [insert name] via email address [insert appropriate school email address] with your telephone number and preferred time to call. An application form and job description can be sought via [insert appropriate school email address]. Closing date for applications is [insert date] @ [insert time] and interviews will take place on [insert date].

We are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment. The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

9.0 EXAMPLES OF INTERVIEW QUESTIONS FOR CLERK'S ROLE

The questions below are grouped around the key areas of the job, with some answers you could expect in response. Please use as a guideline and feel free to add/change/delete as you want.

Role of the governing board:

How much do you know of the role of the governing board?
What experience do you have of schools?

Organisational/administrative/record keeping skills:

The job requires a high level of these skills in order to facilitate the effectiveness of governing board business.

Can you give us an example of jobs you've done in the past that illustrate these skills?

What is your experience of:

- record keeping
- emailing
- word
- excel
- browsing the internet?

Minute taking:

The job involves attending meetings and taking clear minutes.

What experience do you have in this area?

What do you consider the key elements of effective minutes?

- clear
- no jargon
- concise
- not verbatim
- apologies noted
- showing succinct level of discussion
- clear action points
- following agenda
- able to be understood by those not present
- public documents

What standard headings would you expect on an agenda?

- those present
- apologies
- minutes from last meeting – accuracy check
- matters arising

- meat of meeting
- AOB
- date of next meeting

Adviser to the governing board:

Part of the job requires providing advice to the governing board on procedural and constitutional matters.

How would you acquire this knowledge?

- Browsing websites
- Using Local Authority Helpdesk
- Attending Local Authority training
- Reading reference documents (Governance Handbook, regulations etc.)

Would you feel confident to explain an aspect of the law in a governing board meeting?

Interpersonal/communication skills:

You will be liaising with a large group of people (xx on governing board, Head teacher, Local Authority officers, school staff, church diocese officers, DfE...others...).

How do you see this role in terms of dealing with people?

- Being personable
- Treating governors courteously and equally
- Enabling good lines of communication (email system?)
- Reporting to Chair of Governors
- Confidentiality
- Acting impartially (must not state view in meetings)

Work place/hours... any other:

Ask about working from home, what hardware/software he/she has. Is it compatible to the school system? Discuss how/where you expect the admin to be done. Ask about availability; explain times of meetings, evening meetings etc... Explain how/if expenses will be paid. Explain method of salary payment.