

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Directorate of Education & Children's Services
Post Reference No:	Location: Federation of Moorlands & Park Lane Primary Schools
Job Title: Clerk to the Governors	Grade/Salary Range: RG4b (sp 11-17) JE Code: R949 March 2022

JOB PURPOSE

To ensure that the Governing Body of the Federation of Moorlands & Park Lane Primary Schools is properly constituted

To ensure continuity of the business of the Governing Body

To provide advice on governance constitutional and procedural matters

To manage information effectively in accordance with legal requirements

To provide effective administrative support to the Governing Body and Committees

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to the Chair of Governors and Headteachers within the Federation

MAIN DUTIES AND RESPONSIBILITIES

Administration of Meetings:

- In conjunction with the CoG, Chairs of Committees, Headteacher and Federation SBM, prepare focused meeting agendas
- Collate and circulate papers, so that recipients are in receipt of them at least 7 days prior to the meeting
- Attend all meetings of the Governing Body, including statutory and non-statutory Committee meetings
- Ensure meetings are quorate
- Produce draft meeting minutes, for distribution to the CoG, Committee Chair, Headteacher & Federation SBM, as appropriate
- Circulate the reviewed minutes to all governors, within the agreed timescale. Follow up any agreed action points with those responsible, and keep the CoG and/or Chair of Committee, informed of progress
- Advise absent governors of the date of the next meeting

Membership:

- Advise and support the CoG and Appointing Bodies of governors' terms of office, in order that elections or appointments can be organised in a timely manner
- Lead discussions with the Governing Body on succession planning to ensure a pipeline of capable governors, and put measures in place to identify development needs or skill-gaps
- Ensure that a Register of Business Interests is maintained. Raise any issues/concerns with the CoG and seek specialist advice, as necessary
- Maintain governor meeting attendance records, and advise the CoG of potential disqualification due to lack of attendance
- Maintain governor training records
- Chair the part of a meeting at which the Chair is elected, giving procedural advice concerning

conduct of this and other elections

- Ensure all relevant information is given to newly appointed governors, such as relevant legislation and procedural issues
- Manage the processes associated with the recruitment of governors, including the election of parent and staff governors, nominations, voting and appointment
- Manage the induction process of new governors

Management of Information:

- Maintain up to date records of names, addresses, contact details and category of governing body members; their term of office, and inform the governing body of and any relevant authorities of changes to its membership
- Maintain copies of current Terms of Reference, memberships of Committees, and Link Governor roles.
- Maintain a record of signed minutes
- Maintain records of governing body correspondence
- Ensure there is a robust process in place for the management of documents relating to the governing body, in accordance with data protection regulations
- Advise the governing body on statutory and non-statutory policy management, ensuring that all policies are reviewed within stipulated time parameters
- Ensure statutory policies are published on the school website

Professional Development:

- Undertake appropriate and regular training to strengthen knowledge base and assist in developing improved practice
- Keep up to date with current educational developments and changes in legislation affecting school governance

Other Duties:

- To clerk statutory appeal Committee/Panels that the governing body is required to convene
- Provide detailed and specialist knowledge to the governing body on procedural matters and legislative requirements
- Be the key point of contact for the school for governance related queries
- Advise the governing body on more complex matters such as changes to its responsibilities in light of legislation updates or changes in school status
- Research, prepare and present briefing papers or reports on topics relevant to the governing body, making appropriate recommendations as necessary
- Conduct skills audits to compare required skills for roles with actual skills
- Review and evaluate existing practices and procedures to ensure optimum effectiveness and compliance with current guidance/legal requirements
- Review and develop systems and procedures as required by the Governing Body
- Perform such other tasks as may be determined by the Governing Body from time to time

SCOPE OF JOB (Budgetary/Resource control, Impact)

No budget responsibilities.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

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QUALIFICATIONS/EDUCATION/TRAINING:

- GCSE grade C or above (or equivalent) in English Language
- Membership of a professional body in an area relevant to the role and/or education

EXPERIENCE:

- Experience of clerking
- Relevant personal and professional development
- Knowledge of governance and legislative requirements relevant to a school

SKILLS, ABILITIES AND COMPETENCIES

- Excellent communication skills, both written and oral
- Excellent organisational skills
- Excellent interpersonal skills
- Flexible approach to working hours
- Team player, with ability to work under own initiative
- Ability to remain impartial
- Professional, positive demeanour
- Ability to organise meetings, and take accurate concise minutes
- Knowledge of educational legislation, guidance and legal requirements
- Knowledge of Data Protection legislation
- Effective time management, with the ability to prioritise workload and meet deadlines
- Confidentiality
- ICT literate including Co-pilot