



JOB DESCRIPTION

Post Title: Clerk to the Governors

Scale/Grade: Salary Negotiable based on Experience

Reporting to: The Governing Body

Responsibilities, Duties and Tasks:

- To receive the details of the names and usual places of residence of those appointed to the Governing Body.
- Before any meeting at which the Chair or Vice Chair is to be elected to invite members of the Governing Body to inform the Clerk whether they are willing to stand for election as Chair or Vice-Chair.
- To inform members of the Governing Body of those self-nominations prior to the meeting at which the election will take place.
- To act as Chair of the Governing Body during that part of any meeting at which a Chair is to be elected (but without having a casting vote).
- To convene meetings in accordance with the directions of the Governing Body or the Chair/Vice-Chair.
- Upon receipt of the correct written notice of at least three members of the Governing Body to hold an extra-ordinary meeting (emergency meeting), the Clerk needs to convene the meeting they have requested and to give signed notice of such a meeting and a copy of the agenda to each member of the Governing Body, the Headteacher and the LA (normally with seven clear days' notice).
- To convene a further meeting where a meeting is or becomes inquorate (see the Governors' Handbook) and therefore does not take place or terminates before all the business of the agenda is dealt with, or where the Governing Body resolves to terminate such a meeting prematurely. Such a meeting should take place as soon as reasonably practicable in accordance with the dates and times set by the Governing Body. All members not present at the first meeting should be notified of the situation.
- Maintain a book of Minutes of Governing Body Meetings (see LA Governor Services Notes of Guidance to Clerks). The names of all Governors present and any other persons who were present should be recorded prior to the Minutes of a meeting.
- Recording names and Minutes in a similar manner if requested to attend a committee of the Governing Body.
- To receive (a) written notification of the resignation of a Governor from office, (b) written notification of the resignation of a Chair or Vice Chair of the Governing Body.
- Give notice, as soon as reasonably practicable to the person or body (consult Governor Services) entitled to appoint a replacement, where a vacancy of an appointed member of the Governing Body arises.
- Give written notice to those entitled to appoint a person to that office two months prior to the expiry of the term of office (unless already notified of the person appointed by the appointing person/body of a replacement appointment).
- To work with the Chair of Governors and the Headteacher on the contents of the Agenda and the supporting papers and actions from previous minutes for each meeting of the Governing Body. This work shall be undertaken at least three weeks before the

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Headteacher: Mrs D M Evans



meeting.

- To check with the Chair or Chair of any Committee on any actions that have been taken by them between meetings and that they are reported to the Governing Body.
- To prepare and send out the papers to the Governing Body providing at least seven clear days' notice.
- To attend Governors' meetings and to take accurate notes and actions from which to prepare the minutes.
- To ensure that the Governing Body agrees the dates of future meetings and that the LA is informed and ensures all members of the GB are informed and invited to appropriate meetings
- To attend Governing Body and committee meetings to prepare draft detailed minutes (including evidence of governors' support and challenge for Ofsted purposes) and progress action arising out of meetings as necessary
- To write, produce and send copies of the draft minutes to the Chair of each meeting and the Headteacher for approval.
- To distribute the draft minutes to Governors and the school after they have been checked by the Chair.
- To ensure the draft minutes become approved at the next appropriate meeting of Governors and are appropriately initialled.
- To record the attendance of Governors at meetings and provide information to the Chair if any Governor may become disqualified through non-attendance.
- To check on the dates of expiry of terms of office and provide information to the Governing Body as necessary.
- To inform the Chair and the LA of any resignations or appointments and ensure that action is taken to fill a vacancy.
- To deal with correspondence on the appointments of co-opted and Local Authority Governors.
- To maintain relevant files and records of correspondence and documents.
- To attend and support meetings of committees of the Governing Body when requested to do so.
- To set up Governors' hearings, interviews and appeal committees and to act as Clerk if required.
- To advise the Governing Body on standing orders and administrative and procedural matters where necessary during the meeting.
- To advise the Governing Body on where to obtain relevant advice and information.
- To take significant responsibility in the preparation of agendas and the management of paperwork following meetings.
- To undertake regular continuing professional development as a Clerk to maintain an up to date knowledge of legislation and matters affecting the Governing Body.
- To develop and maintain a good general knowledge of governance regulations and other relevant legislation.
- To maintain confidentiality of information in line with Data protection legislation and safeguarding requirements.

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