

## Job Description

### Clerk to the Local Governing Body

1	Introduction	<p>The clerk to the Local Governing Body will be accountable to the Local Governing Body and will work effectively within the Trust, with the Chair of Governors, the Head and other Governors. The clerk will be responsible for advising the Local Governing Body in regard to exercising the governing body functions:</p> <ul style="list-style-type: none"> <li>○ Provide effective administration support to the governing body and its committees.</li> <li>○ Ensure the governing body is properly constituted.</li> <li>○ Manage information effectively in accordance with legal requirements.</li> </ul>
2	Provide advice to the governing body	<p>The clerk to the Local Governing Body will:</p> <ul style="list-style-type: none"> <li>a) Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings.</li> <li>b) Act as the first point of contact for governors with queries on procedural matters.</li> <li>c) Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body.</li> <li>d) Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.</li> <li>e) Offer advice on best practice in governance, including on committee structures and self-evaluation.</li> <li>f) Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff.</li> <li>g) Advise on the annual calendar of governing body meetings and tasks.</li> <li>h) Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.</li> <li>i) Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.</li> </ul>
3	Effective administration of meetings	<p>The clerk will:</p> <ul style="list-style-type: none"> <li>a) In collaboration with the Chair and Head prepare a purposeful agenda, which takes into account DfE requirements and is focused on school improvement, for the governing body meeting and committee meeting.</li> <li>b) Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers at least seven days prior to the meeting, or other regulation timescales.</li> <li>c) Ensure meetings are quorate.</li> </ul>

		<ul style="list-style-type: none"> <li>d) Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.</li> <li>e) Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the Head.</li> <li>f) Circulate the reviewed draft within three weeks of the meeting.</li> <li>g) Follow-up any agreed action points with those responsible and inform the Chair of progress.</li> </ul>
4	Membership	<p>The Clerk will:</p> <ul style="list-style-type: none"> <li>a) Advise governors and appointing bodies in advance of the expiry of a governor’s term of office, so elections or appointments can be organised in a timely manner.</li> <li>b) Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.</li> <li>c) Maintain a register of governor pecuniary interests and ensure the record of governors’ business interests is reviewed regularly and lodged within the school.</li> <li>d) Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so.</li> <li>e) Maintain a record of training undertaken by members of the governing body.</li> <li>f) Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.</li> <li>g) Advise the governing body on succession planning (of all roles, not just the Chair).</li> <li>h) Ensure adherence to the Trust Local Governing Body Annual Business Plan.</li> </ul>
5	Manage Information	<p>The clerk will:</p> <ul style="list-style-type: none"> <li>a) Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant authorities of any changes to its membership.</li> <li>b) Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND.</li> <li>c) Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published on the School Website.</li> <li>d) Maintain records of governing body correspondence.</li> </ul>
6	Personal Development	<p>The Clerk will:</p> <ul style="list-style-type: none"> <li>a) Attend termly Clerk Briefings.</li> <li>b) Undertake appropriate and regular training and development to maintain their knowledge and improve practice.</li> <li>c) Keep up-to-date with current educational developments and legislation affecting school governance.</li> </ul>

		d) Participate in regular performance management.
7	Additional Services	<p>The clerk may be asked to perform as part of their duties any of the following. These additional tasks may be negotiated at an extra cost.</p> <ul style="list-style-type: none"> <li>a) clerk some or all statutory and non-statutory Governing Body committee meetings within the Trust.</li> <li>b) Clerk any statutory appeal committees/panels the governing body is required to convene.</li> <li>c) Assist with the elections of parent and staff governors.</li> <li>d) Participate in, and contribute to the training of governors in areas appropriate to the clerking role.</li> <li>e) Maintain a file of relevant Department for Education (DfE) and other guidance documents.</li> <li>f) Maintain archive materials.</li> <li>g) Prepare briefing papers for the governing body, as necessary.</li> <li>h) Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies.</li> <li>i) Perform such other tasks as may be determined by the governing body from time to time.</li> </ul>

**Signature of Job Holder:** .....

**Date** .....

This job description may be amended at any time after due consultation.

## Person Specification

### Clerk to the Local Authority

**This person specification lists the competencies expected of an experienced / fully trained Clerk. The two right-hand columns provide guidance for the appointment of new Clerks. (E= Essential criteria, D = Desirable criteria)**

1	<b>Skills, knowledge and aptitudes</b>	<p>The Clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• good listening, oral and literacy skills;</li> <li>• ICT including keyboarding skills;</li> <li>• writing agendas and accurate concise minutes;</li> <li>• organising their time and working to deadlines;</li> <li>• organising meetings;</li> <li>• record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners;</li> <li>• using the internet to access relevant information;</li> <li>• knowledge of Governing Body procedures;</li> <li>• knowledge of education legislation, guidance and legal requirements;</li> <li>• knowledge of the respective roles and responsibilities of the Governing Body, the Executive Headteacher, the Head of School and the DfE.</li> <li>• knowledge of Equal Opportunities and Human Rights legislation;</li> <li>• knowledge of Data Protection legislation</li> </ul>	E E E E E E	D D D D D D
2	<b>Qualifications and training</b>	<p>The Clerk should:</p> <ul style="list-style-type: none"> <li>• be able to demonstrate a willingness to attend appropriate training and development;</li> <li>• have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent.</li> </ul>	E	D
3	<b>Experience</b>	<p>The Clerk should be able to produce evidence of:</p> <ul style="list-style-type: none"> <li>• relevant personal and professional development;</li> <li>• working in an environment where experiences included taking initiative and self-motivation;</li> <li>• working as member of a team.</li> </ul>		D D D
4	<b>Personal attributes</b>	<p>The Clerk should:</p> <ul style="list-style-type: none"> <li>• be a person of integrity;</li> <li>• be able to maintain confidentiality;</li> <li>• be able to remain impartial;</li> <li>• have a flexible approach to working hours;</li> <li>• have good interpersonal skills.</li> <li>• have a positive attitude to personal development and training;</li> <li>• be sympathetic to the needs of others;</li> <li>• have an openness to learning and change;</li> </ul>	E E E E E E E	
5	<b>Special Requirements</b>	<p>The Clerk should:</p> <ul style="list-style-type: none"> <li>• be able to work at times convenient to the Governing Body, including evening meetings;</li> <li>• be able to travel to meetings;</li> <li>• be available to be contacted at mutually agreed times.</li> </ul>	E E E	

