



## Clerk to Governors – Job Description (September 2021)

### Key Responsibilities

- To ensure the continuity and effectiveness of governing board business, by providing high quality confidential administrative support, working within the governance legislative framework.
- To act as Clerk for Full Governing Body Meetings and also for the Finance sub-committee (and other sub committees as required).
- To act as Clerk for Governing Body Appeals meetings (staff and students)
- Advising the governing board on constitutional and procedural matters, duties and powers, ensuring compliance with governance legislation and recommend good practice

### Reporting Line

Reports to the Chair of Governors. Liaison is needed with PA to the Head Teacher (HT) for access to school staff and systems

### Main Duties

- Manage meeting agendas in conjunction with Chair and where appropriate HT/Senior Leadership Team (SLT). Ensure papers prepared and distributed. Assist Chair ensuring reasonable discussion timescales.
- Meetings to be covered are Full Governing Body and Finance Committee (as others by agreement)
- Maintain all records and documentation relevant to school governance business statutory & mandatory policies, committee membership details and terms of reference.
- Produce comprehensive and effective meeting minutes, reflecting discussion and challenge and recording all decisions accurately and objectively with timescales for agreed actions.
- Keep abreast of legislation affecting school governance and current educational developments.
- Advise the governing board on governance legislation and procedural matters where necessary.

- Keep attendance records of governors and to advise on appropriate action for absences.
- Maintain an accessible archived record of signed governing board minutes together with supporting papers including any tabled on the day. Ensure confidential items are kept separately
- Communicate relevant information to all governors as required.
- Arrange nominations and elections for new Chair and Vice Chair(s) when required and run the election process during the relevant meeting
- Maintain records of governing board membership and constitution details. Update Companies House / ESFA where required
- Ensure that a register of business and any other potential conflicting interest is maintained and updated annually.
- Perform all pre-appointment checks on new and re-appointed governors including DBS
- Arrange & manage Governor training requests and ensuring Child Protection and other Health & Safety training is up to date (liaise with school DSL)
- Attend any relevant school clerking forums and participate in professional development opportunities.
- Carry out any other reasonable duties relating to the post as directed.

### **Key Requirements**

- Knowledge of the Governance Handbook (DFE) as updated
- Outline knowledge of the Academies Financial Handbook
- A key requirement is the ability to handle sensitive and confidential information
- Ability to interpret the above
- 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.

## Clerk to Governors – Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications, Education &amp; Training</b>	<p>Minimum of NVQ L 2 or equivalent.</p> <p>Minimum English and Maths GCSE grade C or demonstrable experience.</p>	<p>Business or secretarial qualification.</p> <p>ISCG Accreditation.</p> <p>National Training Programme for Clerks.</p> <p>Higher education degree equivalent qualifications or equivalent work experience.</p>
<b>Competence Summary</b> ( <i>Knowledge, abilities, skills, experience</i> )	<p>Experience of writing agendas and accurate concise minutes.</p> <p>Ability to maintain efficient record keeping systems.</p> <p>Good word-processing and emailing skills.</p> <p>Ability to carry out independent research via the internet.</p>	<p>Knowledge of school governing board legislation and procedures.</p> <p>A good understanding of the management processes in a school.</p> <p>Ability to develop and maintain contacts with outside agencies e.g. Local Authorities, DfE.</p>
<b>Work-related Personal Requirements</b>	<p>Good communication skills.</p> <p>Good interpersonal skills.</p> <p>Good organisational skills.</p> <p>Confidentiality, tact and diplomacy.</p> <p>Ability to remain impartial.</p> <p>Openness to learning and change</p>	<p>Positive attitude to personal development and training</p>
<b>Other Work Requirements</b>	<p>Ability to work flexible hours including evening work.</p> <p>Able to travel to meetings.</p>	

## Clerk to Governors – Scope of Job

<b>Responsibilities &amp; Tasks</b>
<ul style="list-style-type: none"> <li>• 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. Timescales for agendas and completed minutes to be agreed.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain attendance records and receive apologies for full governing board meetings. 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare the agenda for committee meetings in consultation with the Chair of the committee</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain attendance records and receive apologies for governing board committee meetings. 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Manage GB records; ensuring information is filed appropriately and available for inspection.</li> </ul>
<ul style="list-style-type: none"> <li>• Receive correspondence on behalf of the GB 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that all pre-appointment and re-appointment checks are performed on new or re-appointed governors (Identity, declaration, code of conduct, DBS) and maintain record of checks undertaken</li> </ul>
<ul style="list-style-type: none"> <li>• Issue letters of appointment and legal declarations to governors and maintain records of committee membership and their Terms of Reference. Update ESFA and Companies House with 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Arrange for initial governor training, 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Take an active role in the election process of the Chair and Vice Chair(s) in accordance with the governing board's agreed procedure.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Take action on the governing board's agreed policy to support new governors.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure that statutory policies are in place and that a file is kept in the school of policies and other school policy documents including those approved by the governing board, to ensure that the governing board fulfils its statutory obligations.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake research to produce papers for meetings as requested</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake parent and staff elections as required</li> </ul>



## Clerk to Governors – Clerk’s Typical Hours

Task	Suggested Time allocation	No. of meetings	Indicative hours
Preparing the agenda, taking, producing and circulating the minutes of a <b>full governing board meeting</b> of 2 -3 hours in duration.	Average 6 hours per meeting	5	30
Preparing agendas, taking, producing and distributing the minutes of a <b>committee meeting</b> of no more than 2 hours in duration	Average 5 hours per meeting	10	50
General record keeping and management of the paperwork related to appointments and resignations	Average 30 hours per annum	-	30
Maintaining all records and documentation relevant to school governance business including Terms of Reference, committee membership, statutory and mandatory policies	Average 50 hours per annum	-	30
Research and providing advice on procedure or constitution regulations, new governance legislation, publications etc.	Average 15 hours per annum	-	15
Attendance at Clerk related training e.g. induction sessions x 2, leadership forums	Up to 15 hours per annum	-	15
<b>Total Indicative Hours</b>	170		
Arranging panel meetings to hear appeals. Preparing the agenda and taking and producing the minutes.	Ad hoc		10
<b>Agreed by Chair (Line Manager):</b>			
<b>Agreed by Clerk:</b>			
<b>Date</b>			