

Job Description – Clerk to the Governing Body

Grade: 6 (Incremental point to be decided based on experience)

The clerk will be accountable to the governing body, working mainly with the chair of governors and sometimes with the head teacher or other governors delegated for a task.

1. Meetings: The clerk will:

- a. work with the chair and head teacher before the governing body meeting to prepare purposeful agendas
- b. ensure the papers are written for the agenda, (in some cases write them) liaising with whoever will present the paper
- c. distribute the agenda and papers in good time (at least 7 days prior to a meeting) to governors.
- d. ensure correct procedures are followed including election of chair, quorums etc
- e. advise the governing body on law, standing orders and procedural matters where necessary during the meeting
- f. take notes of the governing body meetings, to prepare minutes sending drafts to the chair for approval
- g. copy the approved minutes and circulate to all governors and the Local Authority
- h. keep a file of minutes agreed by the governors for reference
- i. draw up an action sheet to expedite decisions taken
- j. to agree a calendar of dates and prepare a cyclic schedule of agendas for Whole Governing Body and sub-committee meetings throughout the year
- k. follow up the decisions of the governors or ensure that this is done

2. Membership

- a. maintain copies of terms of reference and membership of committee and working parties
- b. maintain an up-to-date file of names and addresses of governing body members, and their terms of office; advising the Local Authority of changes
- c. record the attendance of governors at the meetings
- d. advise governors of the expiry of their term of office
- e. advise the governing body of non-attendance of governors and warn the chair of any governor of the danger of being disqualified for non-attendance



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- f. advise the governing body of vacancies and inform the chair and the appropriate body of any resignations or appointments and ensure that action is taken to fill a vacancy

3. Advice

- a. advise the governing body on a range of procedural and legal issues as they apply to the governing body
- b. where necessary, endeavour to persuade the governing body to adhere to statutory procedures and guidance
- c. act as a first point of contact for governors' procedural questions
- d. ensure new governors have the essential documents
- e. give advice and support to governors taking on new roles such as chair or chair of a committee
- f. advise governors of the governor training available, including induction
- g. if required, take part in training and development of governor skills
- h. act as correspondent on behalf of the governing body if requested to do so

4. Information

- a. maintain records of correspondence and DfES or LEA documents
- b. advise on, or obtain advice and information for the governing body as required
- c. keep up to date with current developments and legislation affecting all areas of school governance through training and development and be prepared to share knowledge with the governing body

5. Professional development

- a. have undergone initial clerks' training
- b. attend termly briefings, meetings for chairs and clerks and other relevant sessions
- c. continue to develop their skills

6. Additional Duties

- a. to undertake other responsibilities as mutually agreed between the Clerk and Governing Body
- b. clerk other meetings as required
- c. run the elections of parent and teacher governors
- d. as required, set up and clerk governing body hearings, interviews and appeals
- e. maintain other governors' files including school policies and other school documents
- f. assist with the preparation of any governing body reports including those for parents
- g. maintain a governors library
- h. assist in the preparation of and maintain a governors handbook and induction package



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