

Job Description**Introduction**

The clerk to the Governing Board will be accountable to the Governing Board, working effectively with the Co-Chairs of Governors, the Co-Headteachers and all other governors. The clerk will be responsible for advising on procedural and constitutional matters, duties and powers and will work within, and advise governors on, the broad current legislative framework. They will secure the continuity of Governing Board business and observe confidentiality requirements.

Meetings

The clerk to the Governing Board will:

- work effectively with the Co-Chairs and Co-Headteachers before the full Governing Board meetings to prepare a purposeful, targeted agenda which takes account of DfE, local authority and Southwark Diocesan Board of Education (SDBE) issues and is focused on school priorities and overall school improvement;
- work effectively with the committee chairs to prepare purposeful and targeted agendas for all committees, in a timely manner, taking into account the Annual Schedule of Work and the school vision priorities;
- encourage the Co-Headteachers and others to produce agenda papers on time;
- produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting;
- record the attendance of governors at each meeting and take appropriate action regarding absences, ensure absences with or without apologies are minuted accordingly with approval by the governing board and the information is published on the school website;
- advise the Governing Board on governance legislation and procedural matters where necessary before, during and after a meeting. It would be expected that the clerk would demonstrate sound knowledge and expertise in interpreting, researching and applying the legislation and associated guidance produced by relevant bodies;
- take notes of the full Governing Board and committee meetings to prepare minutes, including indicating who is responsible for any agreed action;
- record all decisions accurately and objectively with timescales for actions;
- send drafts of minutes to the Co-Chairs, committee chairs and Co-Headteachers (as applicable) for amendment and approval by the relevant chairs;
- copy and circulate the approved draft minutes to all governors (in the case of FGB minutes) and to all governors sitting on a committee (in the case of committee minutes) within the timescale agreed with the Governing Board – generally within two weeks of the meeting;
- advise absent governors of the date of the next meeting;
- keep a minute book, or file of signed minutes, as an archive record held at the school;
- liaise with the Co-Chairs, committee chairs and Co-Headteachers as applicable prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Board and committees;
- chair that part of a meeting at which the Chair or Co-Chair is elected.

Membership

The clerk to the Governing Board will:

- maintain a database of names, addresses and category of governing Board members and their term of office;
- initiate, in consultation with the Co-Chairs, a welcome pack and relevant correspondence to be sent to newly appointed governors including details of terms of office;
- maintain copies of current terms of reference and membership of committee and working parties and nominated 'named' governors such as safeguarding, children looked after, SEND etc;
- advise governors and appointing bodies of the expiry of the term of office before the term expires so elections or appointments can be organised in a timely manner;
- inform the Governing Board, Achieving for Children* and SDBE of any changes to its membership;
- maintain governor meeting attendance records for publication on the website and advise the Co-Chairs of non- attendance of governors;
- maintain a register of statements of commitment and Governing Board pecuniary interests – ensure this is reviewed annually and lodged within the school and on the school website;
- ensure the school, and, where appropriate, the SDBE administer the Disclosure and Barring Service (DBS) checks for all governors as well as the school's additional training requirements for volunteers working in the school;
- advise the Governing Board in relation to any constitutional changes and liaise with Achieving for Children* or SDBE when raising new Instruments of Government and Articles of Association;
- be responsible, in consultation with the Co-Chairs, for overseeing and maintaining an annual governing board skills audit;
- be responsible for collating a log of all staff and governors trained in safeguarding.

Advice and information

The clerk to the Governing Board will:

- advise the Governing Board on procedural matters;
- have access to appropriate legal advice, support and guidance;
- ensure that new governors are aware of the DfE 'Governance Handbook' and other relevant information;
- advise on, and be responsible for, updating the requisite content of the school website;
- ensure information is supplied to the Secretary of State for entry on the National Database via the DfE secure access system, Get Information About Schools (GIAS) formally Edubase;
- ensure, in consultation with the governor responsible for policies, that all statutory policies are in place, reviewed on an agreed annual basis and in line with DfE guidance, that a file is kept in the school of policies and other school documents approved by the Governing Board;
- maintain records of Governing Board correspondence;
- liaise with AfC Governor Support;
- inform governors of training events .

Occasional extra duties – as negotiated with the governing board

The clerk to the Governing Board may:

- clerk additional meetings e.g working group meetings
- record proceedings at panels (e.g grievance and complaint panels)
- assist with the elections of parent and staff governors;
- give advice and support to governors taking on new roles such as Chair/Co-Chair, Deputy Chair or chair of a committee;
- participate in, and contribute to the training of governors in areas appropriate to the clerking role;
- update professional and procedural knowledge through attending training sessions and briefings; and
- deal with correspondence for the Governing Board.

Professional development

The clerk to the Governing Board will:

- successfully complete the induction CPD, clerking matters, or its current equivalent;
- attend AfC termly briefings and participate in professional development opportunities;
- keep up-to-date with current educational developments and legislation affecting school governance.

*Achieving for Children - working on behalf of the local authority