

Job Description for Clerk to Governors

1. Overview

The Clerks line manager will be the Chair of Governors of the Local Governing Body for which they clerk.

The **purpose** of the role is to ensure the Local Governing Body operates efficiently and effectively in line with its Terms of Reference and the DEMAT Scheme of Delegation and DEMAT Terms of Reference.

The Clerk to the Local Governing Body will be accountable to the Local Governing Body, working effectively with the Chair of Governors, Headteacher and governors. The Clerk will be responsible for advising the Local Governing Body on, duties and powers and will work within the broad current legislative framework. The Clerk will secure the continuity of the Local Governing Body's business and observe confidentiality requirements.

The Clerk to Governors role is part time with usually 6 LGB meetings per year, any further meetings, i.e., clerking for Committees, would be discussed between the Clerk and the Chair as to whether these need to be covered by the clerk. Further meetings or panels held for specific reasons, Complaints, Exclusions etc, would be discussed between the clerk and the chair as to whether the clerk's presence would be required.

2. Meetings

The Clerk will:

- Work effectively with the Chair and the Headteacher before each Local Governing Body meeting to prepare agendas which take account of DfE, DEMAT and local issues, ensuring that the agenda is uploaded to GovernorHub so the members can see it in advance.
- Produce an annual calendar of meetings and ensure the summary of cyclical milestone agenda items is updated. Use the calendar in GovernorHub so that all members will have access to it.
- Liaise with those preparing material for LGB meetings, setting clear deadlines for LGB members to produce paperwork,
- Ensure meetings are quorate. Should be 33% but no fewer than 3 members.
- 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. Log this using GovernorHub.
- Post documents onto GovernorHub as they become available with all being available (other than urgent items) 7 days before each meeting
- Attend, and take notes of, Local Governing Body meetings and prepare minutes, these to include agreed actions
- Follow-up any agreed action points with those responsible and inform the chair of progress
- Record all decisions accurately and objectively with timescales for action.
- Send drafts to the Chair for amendment/approval
- Send notification to the DEMAT Governance Team, after each meeting, of any issues to be highlighted and dealt with by SLT/Directorates/Trustees.
- Circulate the approved draft to all governors within the timescale agreed with the Local Governing Body. Upload the minutes to GovernorHub in a timely manner or as requested by DEMAT Governance Team.
- Keep a file of signed minutes, as an archive record and ensure all agendas, minutes, and papers of all LGB meetings, including committees, for reference, in the relevant GovernorHub folder.

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3. Membership

- Maintain an up-to-date record of names, addresses and categories of Local Governing Body members and their terms of office, logging details as required on GovernorHub and DfE-GIAS page.
- Advise governors of the expiry of terms of office before terms expire so that elections or appointments can be organised in a timely manner
- Organise the election of parent and staff governors
- Organise, with the Chair, induction for new governors liaising with an agreed mentor as needed
- Maintain a record of completed governor induction, this can be logged on each individuals training log on GovernorHub
- Check with Headteacher that a DBS disclosure has been successfully carried out on any governor, then log on each individuals record on GovernorHub.
- Ensure that a register of Local Governing Body pecuniary interests is maintained, reviewed annually, and lodged within the school and recorded on each individuals record on GovernorHub.

4. Information, Policies and Documentation

- Advise the Local Governing Body on procedural issues before, during and following meetings
- Act as the first point of contact for governors with queries on procedural matters
- Via DEMAT access appropriate advice, support and guidance needed to fulfil role
- Give advice and support to governors taking on new roles such as Chair or Chair of a panel
- Ensure that the LGB deals appropriately with policies falling within its remit, and that all school policies are accessible to governors
- Administer the rolling programme of policy review (where LGB approval or noting is required)
- Distribute, or liaise and respond to, incoming correspondence, as appropriate
- Maintain the Governors' section of the school's website or liaise with the appropriate member of school staff to ensure that it's up to date.
- With the Chair, produce a termly dashboard of local governance activity if required.

5. Supporting Governor Activities

- Act as the interface between governors and staff members where needed and appropriate e.g., setting up meeting with year or phase teams
- Organise the timetable for the annual Governor Day in School liaising with Head, Deputy and Chair as required
- Organise and where needed, minute any governor panels established within DEMAT policies
- Relay via GovernorHub, information from DEMAT, national and local authority on issues relevant to local governance
- Maintain contact and communication with the DEMAT Governance team as regards any training on DEMAT procedures e.g., GovernorHub

6. Professional Development

- Undergo, or have undergone, induction training.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management (conducted by Chair and Vice Chair)
- Perform such other tasks as may be determined by the governing body from time to time

7. Additional Tasks

By agreement, which might involve additional remuneration, the clerk may perform as part of their duties any of the following

- Clerk any LGB panels or task groups
- Participate in, and contribute to, the training of governors in areas appropriate to the Clerking role
- In conjunction with the Chair, prepare summaries and briefing