



JOB DESCRIPTION

Job Number:	N/A
Department:	Education
Job Title:	Clerk to the Board of Governors
Reports To:	Chair of Governors

Main Purpose of Job: *Briefly - what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.*

Every Board of Governors is required by law to have a Clerk. The Clerk to the Board is accountable to the Board, working effectively with the Chair of Governors, other Governors and the Principal. The Clerk will be responsible for advising the board on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of board business and observe confidentiality requirements.

Main Responsibilities and Duties: *What needs to be done? - Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment*

1. Meetings

- Work effectively with the Chair of Governors and Principal and Chairs of Committees before all meetings to prepare a purposeful agenda for each meeting, which is focused on school improvement. This includes Full Board meetings, Committee meetings and Executive meetings. The Clerk will be required to attend all 26 meetings
- Prepare administration for other meetings e.g. pupil exclusion considerations, staff dismissal and staff dismissal appeals, staff grievance and staff grievance appeals. In addition, complaints must be heard by a panel of three Governors and require Clerking. The post holder will need to be flexible to accommodate any additional meetings
- Ensure Governors and staff producing papers for meetings adhere to deadlines to enable you to produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting.
- Record the attendance of Governors at the meeting and take the appropriate action regarding absences.
- Advise the board on governance, legislation and procedural matters where necessary before, during and after the meeting.
- Prepare the meeting room including preparation of any refreshments necessary or each meeting.
- Take notes of the board meetings to prepare minutes, sending drafts to the Chair and Principal for amendment and approval and copying and circulating to Governors within the timescale agreed.
- Advise absent Governors of the date of the next meeting.
- Keep a file of signed minutes.
- Liaise with the Chair prior to the next meeting to receive an update on progress of agreed actions.
- Following the approval of the minutes at the next meeting, forward a copy to the LA.
- Chair the part of the meeting at which the Chair is elected (usually the beginning of the first meeting of the new school year).

2. Membership

- Maintain a database of names, addresses and categories of board members, and their terms of office.
- Coordinate welcome/induction materials and visits for newly appointed Governors, assigning mentors when required
- Maintain copies of current terms of reference and membership of committees and working parties and nominated Governors, e.g. SEN.
- Advise Governors and appointing bodies of expiry of terms of office so elections/appointments can be organised in a timely manner.
- Inform the board of membership changes.
- Maintain governor meeting attendance records and advise the board of non-attendance of Governors.
- Maintain the register of Governors pecuniary/business interests.
- Ensure that new and re-appointed Governors have undertaken necessary disclosures before appointments are confirmed.

3. Advice and Information

The Clerk will:

- advise the board on procedural issues;
- have access to appropriate legal advice, support and guidance;
- ensure that new Governors receive legally required information and documentation;
- take action on the board's agreed policy to support new Governors, taking account of guidance and induction materials made available by the DfE, LA and other organisations;
- Maintain a database of statutory/non statutory policies, ensuring they are reviewed when necessary. Ensure a file of policies and other documentation approved by the board is held. Ensure policies are visible to staff and community.
- Maintain records of board correspondence.
- Ensure the College website and Governors website/calendar is updated regularly with relevant Governance information

4. Additional Tasks

- Coordinate the elections of parent and staff Governors.
- Give advice and support to Governors taking on new roles, such as Chair of Governors or Chair of a committee.
- Participate in and contribute to the development of Governors in areas appropriate to the Clerking role.
- Maintain a file of relevant DfE and LA documents.
- Maintain archive material.
- Prepare briefing papers for the board as necessary.
- Assist in the production of a Year Planner for the board and its committees.

Facts and Figures: *Give facts and figures that help to give a picture of the job. This should include any statistics relevant to the job, for example the number of clients supported, type and value of equipment, resources or premises for which the job has responsibility, size of budgets controlled or which the job has some impact on and, if appropriate, numbers of staff managed*

- There are currently 26 meetings in an academic year, which includes Full Board meetings, Committee meetings and Executive meetings.
- Additional meetings are occasionally required e.g. pupil exclusion considerations, staff dismissal and staff dismissal appeals, staff grievance and staff grievance appeals. In addition, complaints must be heard by a panel of three Governors and require Clerking. The post holder will need to be flexible to accommodate any additional meetings
- Meetings are presently held in the evening from 6.00 pm

SUPPORTING PROCESSES

Problem Solving and Creativity: *Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?*

- The interpretation of the law as it relates to governance.
- Best practice advice on governor recruitment and development and the operation of the board.
- A support helpline and on line resources is available to assist with the above

Decision Making: Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice

The position of Clerk does not attract a high level of decision-making. Rather, the Clerk advises others – principally the Chair, other members of the Board and the Principal on legal requirements and good governance practice.

Physical Effort and Working Conditions: Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings

1. Clerking is subject to ‘bursts’ of intensive activity around the time of meetings, publishing required reports, inspection by OFSTED and the activation of statutory committees.
4. A workstation is available in the Business Hub at the College for the post holder.

Contacts and Relationships: Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating

1. The Clerk must establish good relationships with all Governors, particularly the Chair and committee Chairs and the Principal. The Chair/Principal/Clerk relationship is particularly important in effective governance.
2. The Clerk also needs to establish good working relationships with the LA, particularly with ‘Governor Services’ staff.

Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere

The post holder will need to be available for all evening meetings
Regular training updates for Clerks is available. Transport will be needed to attend these meetings

Knowledge, Skills and Experience: (To be completed by the Line Manager) The minimum general education standard, qualifications, training and level of experience required by the job holder **to be fully effective in the job**. Note that this information should relate to the requirements of the job and not what may be available from existing job holders

- Knowledge of: board of Governors procedures; education legislation, guidance and legal requirements; the respective roles and responsibilities of the Governors, Principal, LA, DfE; Equal opportunities and Human Rights legislation; Data Protection legislation.
- Good listening, oral and literacy skills.
- Writing agendas and accurate, concise minutes.
- ICT, including keyboard skills.
- Using the Internet to access relevant information.
- Organising their time and working to deadlines.
- Organising meetings.
- Record keeping, information retrieval and dissemination of data and documentation.
- Developing and maintaining contact with outside agencies.
- Willingness to attend appropriate training and development.
- Ability to work in an environment where experiences include taking initiative and self-motivation.
- Ability to work as a member of a team.
- Personal attributes to include: integrity; confidentiality; impartiality; sympathetic to the needs of others; openness to learning and change; positive attitude to personal development and training; good interpersonal skills; flexible approach to working hours.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:

Date:

Line Manager:

Date:

Designated Senior Manager:

Date: