

JOB DESCRIPTION

Post title: School Governors' Clerk
Reporting to: Office Manager
Salary/Pay range: £20,000 - £23,000
Hours of work: Negotiable, part-time/full-time/term time – available for evening meetings

Purpose of Job

Provide advice to governing bodies on constitutional and procedural matters and effective administrative support including accurate minute taking. Ensuring the governing body is properly constituted and manages information effectively in accordance with legal requirements.

Main Duties and Responsibilities

Meetings

- Organise and prepare the annual calendar of governing body meetings and tasks
- Effectively administer meetings in conjunction with the Chair and Academy Principals in order to prepare a focused agenda for the governing body meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate; record the attendance of governors at the meeting and take appropriate action re absences;
- Advise the governing body on governance legislation, local initiatives and procedural matters where necessary before, during and after the meeting;
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and Headteacher for amendment/approval
- Circulate the reviewed draft to all governors (members of the committee), the Academy Principals (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body
- Follow-up any agreed action points with those responsible and inform the chair of progress. Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body
- Following approval of the minutes at the next meeting, maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;

Membership of Governing Bodies

- Co-ordination and provision of information relating to the appointment of Local Governors. Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice and contribute to the induction of governors taking on new roles, in particular chair or chair of a committee
- Maintain details of names, addresses, category of governing body members, terms of office of members and safeguarding checks;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Initiate a welcome pack/letter to newly appointed governors including details of their terms of office;
- Maintain copies of current terms of reference and membership of committees and working parties and nominated governors, e.g. literacy governor;
- Advise governors and appointing bodies of expiry of their term of office before the term expires so elections or appointments can be organised in a timely manner;
- Inform the governing body of any changes to its membership;
- Maintain governor meeting attendance records and advise the governing body of non-attendance of governors and action which can be taken to disqualify non-attenders;
- Maintain a register of governors' pecuniary interests, reviewed annually and lodged within the school or clerk's centrally held files;
- Assist with the elections of parent and staff governors
- Advise the governing body on succession planning (of all roles, not just the chair)

Advice, information and support:

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings and act as the first point of contact for governors with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body;
- Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of LST staff

Duties within the Central Team:

- Receiving, processing and where appropriate responding directly to communications – email, post and telephone.
- Assisting with other administrative activities, as directed, generally contributing to the smooth running of LST Head Office – including the preparation of meeting resources.

Additional Responsibilities:

- Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement
- Respond to and ensure the correct procedures are adhered to when receiving communication relating to exclusions, complaints, and grievance and disciplinary and organise/clerk any necessary panel meetings.
- Any other duties as may reasonably be requested by the CEO and Trust Management. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

General:

- Maintain records of governing body correspondence
- Ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example, on the website
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents
- Maintain archive materials
- Maintain Government 'Get Information About Schools' records for the Trust

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required