

Job Description: Clerk to the Governing Body at Ringwood Junior School

1 Introduction

The Clerk to the Governing Body will be accountable to the Governing Body, working with the Chair of Governors, the Headteacher and other governors. The Clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will strictly observe confidentiality requirements.

2 Meetings

The Clerk to the Governing Body will:

- a) work effectively with the Chair and Headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DCSF and LA issues and is focused on school improvement;
- b) encourage the Headteacher and others to produce agenda papers on time;
- c) produce, collate and distribute the Agenda and papers, including the Minutes of the previous meeting, so that recipients receive them at least seven clear days, and preferably ten days before the meeting;
- d) record the attendance of governors at the meeting and take appropriate action re absences;
- e) advise the Governing Body on governance, legislation and procedural matters where necessary before, during and after the meeting;
- f) take notes of the Governing Body meetings to prepare Minutes, including indicating who is responsible for any agreed action;
- g) record all decisions accurately and objectively, with timescales for actions;
- h) send drafts to the Chair and Headteacher for amendment and approval by the Chair;
- i) copy and circulate the Approved Draft when sending the Agenda for the next meeting to all governors;
- j) advise absent governors of the date of the next meeting;
- k) keep a minute book, or file of signed minutes, as an archive record;
- l) chair that part of the meeting at which the Chair is elected.

3 Membership

The Clerk to the Governing Body will:

- a) maintain a database of names, addresses and category of Governing Body members, and their term of office;
- b) send a welcome pack and letter to newly appointed governors, including details of terms of office;
- c) maintain the "How We Work " document detailing Membership and Terms of reference of Committees and nominated governors (e.g. Literacy);
- d) advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- e) inform the Governing Body of any changes to its membership;
- f) maintain Governor Meeting Attendance records and advise the Governing Body of non-attendance of governors;
- g) ensure that a Register of Governing Body pecuniary interests (Register of Business Interests) is maintained, reviewed annually and lodged within the school;
- h) check with the LA that DBS disclosure has been successfully carried out on all new appointees and re-appointees.

4 Advice and information

The Clerk to the Governing Body will:

- a) advise the Governing Body on procedural issues;
- b) have access to appropriate legal advice, support and guidance;
- c) ensure that new governors have access to a copy of the *DCSF Guide to the Law for School Governors* and other relevant information;
- d) provide advice on the requisite contents of the School Prospectus and School Profile if required;
- e) ensure the Governing Body is aware of the current status of statutory policies , and that a file is kept in the school of policies and other school documents approved by the Governing Body;
- f) maintain records of Governing Body correspondence and archive material as necessary
- g) help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Body and its committees

h) The Clerk to the Governing Body will:

5 Professional Development

- a) attend appropriate Clerks training courses wherever possible;
- b) attend briefings and participate in professional development opportunities wherever possible;

6 Other Duties

The Clerk to the Governing Body will:

- a) clerk additional Governing Body meetings or statutory committees if requested to do so by the Governing body;
- b) prepare and issue all relevant documentation, and progress the elections of parent, teacher and staff governors;
- c) keep up-to-date information on educational developments and legislation affecting school governance including maintaining a file of relevant DCSF and LA documents;
- d) prepare briefing papers for the Governing Body if requested by the Chair or Headteacher;

- e) assist with the preparation of reports and documents to Parents, assembling the statutory information, copying and distribution;
- f) help with the preparation of the Governors twice yearly newsletter and circulate to Parents;