

CLERK TO THE GOVERNING BODY

Responsible to: The Governing Body through the Chairman of Governors

Hours: 3 hours per week

Grade: Grade D

Function: To provide an administrative service and procedural advice and guidance to the governing body to support its effective and efficient operation

Duties:

The principal duties shall be drawn from the following list.

1. To liaise with the chair of governors, headteacher and other members of the governing body to agree a calendar of dates for future full governing body meetings and prepare the agenda to fit this cycle.
2. To liaise with the chair of governors and headteacher before each full governing body meeting to agree an agenda
3. To circulate the agenda and other associated paperwork to all governors, Governor Services and the relevant Diocesan Board (where appropriate) at least seven days in advance of each full governing body meeting.
4. To attend each full governing body meeting, and committee meetings and extraordinary meetings where required, and provide the following services:
 - minute taking;
 - guidance regarding procedural and constitutional matters(Note: attendance at committee and extraordinary meetings will require additional hours to the core 54 hours per year.)
5. To prepare the minutes for the chair's approval within seven days of the meeting.
6. To distribute the approved draft minutes to all governors, Governor Services and the relevant Diocesan Board (where appropriate) within fourteen days of the meeting
7. To type and distribute the annual report (nursery schools only) and assist with arrangements for the annual parents' meeting (nursery schools only).
(Note: attendance at committee and extraordinary meetings will require additional hours to the core 54 hours per year.)
8. To read all incoming correspondence to the governors (with their agreement) and prepare a summary list to be issued with agenda
9. To follow up, as requested, decisions and actions agreed at full governing body meetings and committees as required.
10. To advise the governing body on procedural matters and take up any issues that cannot be resolved immediately, or any other questions or queries, with the Local Education Authority, Diocesan Board and other outside agencies as appropriate.
11. To act, when required, as the correspondent on behalf of the governing body.
12. To attend relevant training as required by the governing body to keep up to date with current developments and legislation affecting school governance.
13. To deal with the administration relating to the membership of the governing body including:
 - maintaining an accurate record of governing body membership;
 - recording attendance at meetings;

- advising the governing body of non-attendance of governors and warning any governor of the danger of being disqualified for non-attendance;
 - checking on the dates of expiry of terms of office and advising the governors in advance;
 - advising the relevant bodies of forthcoming vacancies and resignations of appointed governors;
 - assisting with the election process for parent, teacher and staff governor vacancies, including preparation of letters, production and distribution of ballot papers where required, and organizing and assisting at the count;
 - advising the headteacher of forthcoming vacancies and resignations of parent, teacher and staff governors;
 - advising Governor Services of governor details and all changes in membership of the governing body and the annual reelection of officers of the governing body.
14. To manage the process for the election of the chair of governors.
15. To keep a register of pecuniary interests for all governors.
16. To maintain a filing system for the governing body to include:
- governing body minutes and associated paperwork;
 - statutory and non-statutory committee minutes;
 - correspondence;
 - the governing body's committee structure;
 - membership of statutory and non-statutory committees;
 - terms of reference for the statutory and non-statutory committees;
 - working policies.
17. To undertake other responsibilities as agreed by the governing body.
18. Employees will:
- comply with health and safety policies and procedures;
 - work with due regard to the health and safety of themselves and others;
 - support managers in the development and implementation of safety practices;
 - draw attention to health and safety issues.