



Darell Primary and Nursery School

Clerk to the Governing Board – Job Description

Introduction

The clerk to the governing board will be accountable to the governing board, working effectively with the Chair of Governors, the Headteacher and all other governors. The clerk will be responsible for advising the board on constitutional and procedural matters, duties and powers and will work within the current legislative framework. They will secure the continuity of governing board business and observe confidentiality.

Main Responsibilities and Tasks

Provide advice to the governing board

- Advise the governing board on procedural issues and best practice in governance, including on committee structures and self-evaluation
- Access appropriate legal advice, support and guidance
- Ensure that new governors are aware of the DfE 'Governance Handbook' and other relevant information and documents
- Advise on the requisite content of the school website
- Ensure that all statutory policies are in place, reviewed on an agreed basis, and that a file is kept in the school of policies and other documents approved by the governing board
- Identify priorities, anticipate issues which may arise, and draw these matters to the chair's attention, proposing recommendations

Effective administration of meetings

- With the chair and headteacher prepare a targeted agenda focussed on priorities and school improvement
- 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, noting apologies, and take appropriate action regarding absences
- Take notes of the governing board meetings to prepare minutes, indicating who is responsible for agreed actions and timescales
- Send drafts to the chair and headteacher for amendment and for approval by the chair
- Copy and circulate the approved draft to all governors within the timescale agreed
- Liaise with the chair and headteacher prior to the next meeting to receive an update on progress of actions agreed previously by the governing board
- Keep a file of signed minutes as an archive record held at the school
- Chair that part of the meeting at which a chair is elected

Membership

- Maintain a database of names, addresses and category of governing board members and their term of office
- Initiate a welcome pack to be sent 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 'named' governors such as safeguarding, SEND



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- Advise governors and appointing bodies of the expiry of a term of office before the term expires so elections or appointments can be organised in a timely manner
- Maintain a register of governors' pecuniary interests, ensure this is reviewed annually and lodged within the school and on the school website
- Ensure Disclosure and Barring Service (DBS) and other relevant checks are administered for all governors
- Be responsible for overseeing and maintaining an annual governing body skills audit
- Be responsible for collating a log of all training undertaken by governors including safeguarding

Personal development

- Attend termly briefings, clerks' seminars and participate in other professional development opportunities
- Keep up-to-date with developments in education and children's services and legislation affecting school governance
- Participate in regular performance management

Additional services (by agreement and usually at additional cost)

- Clerk some or all governing board committees
- Clerk any statutory appeal panels the governing board is required to convene
- Assist with the election of parent and staff governors
- Give advice and support to governors taking on new roles such as chair or chair of a committee
- Deal with correspondence for the governing board
- Maintain a file of relevant DfE and LA documents
- Maintain archive materials
- Help to produce a Governing Board Year Planner, aligned with the SDP, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing board and committees