



All Saints CE Primary School & Nursery

Job Description: Clerk to Governing Body

“Nurture, Resilience and Achievement for all!”

Surrounded by God’s love, we aim to achieve a **Nurturing** environment, building **Resilient** learners who **Achieve** excellence, helping children develop a firm foundation for their future life. In our school, everyone is respected and valued, so they can fully participate and do their best.

"I have come that you might have life - life in all its fullness" John 10.10

Our core values of **Love**, **Kindness**, **Resilience** and **Understanding** enable us to express this through our actions, words and habits.

JOB TITLE: CLERK TO THE GOVERNING BODY
REPORTS TO: CHAIR OF GOVERNORS / HEADTEACHER
GRADE: H6, Herts NJC (Outer Fringe Allowance)

1. Purpose of the job

The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors, and with the headteacher and other governors. The clerk will be responsible for advising the governing body on constitutional and procedural matters, duties and powers and will work within the current legislative framework. He/she will secure the continuity of governing body business and observe confidentiality.

2. Main duties

2.1 Meetings:

The clerk to the governing body will:

- a) work effectively with the chair and headteacher before the governing body meeting to prepare a clear agenda which takes account of DfE, LA and where applicable diocesan issues and is focused on school improvement;
- b) encourage the headteacher and others to produce supporting papers on time;
- c) produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear 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/ approval by the chair;
- i) copy and circulate the approved draft to all governors within the timescale agreed;
- j) advise absent governors of the date of the next meeting;
- k) keep a file of signed minutes within the school office, as an archive record;
- l) liaise with the chair, before the next meeting, to receive an update on progress of actions agreed previously by the governing body;
- m) following the approval of the minutes at the next meeting forward a copy to the LA or diocese as/if required;

- n) chair that part of the meeting at which the Chair is elected.

2.2 Membership:

The clerk will:

- a) keep updated the Governance database of names, addresses and category of governing body members and their term of office;
- b) initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
- c) maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. Resources Committee;
- 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 (via an agenda item 'To consider membership'), LA (by updating the Governance database) and diocese of any changes to its membership;
- f) maintain governor meeting attendance records and advise the governing body of non-attendance of governors;
- g) advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school (through Governor Hub);
- h) Ensure new governors complete and submit pre-appointment check forms included in the welcome pack. Re-elected/ reappointed governors should also complete a new form when starting a new term of office (form can be downloaded at www.hertsdirect.org/governors - FAQ's).

2.3 Advice and Information

The clerk will:

- a) advise the governing body on procedural issues;
- b) access appropriate legal advice, support and guidance (usually this will be either from or via Governance);
- c) ensure that new governors are aware of the web address of the DfE Guide to the Law and other relevant information (such as the Governor Handbook);
- d) take action on governing body's agreed policy to support new governors, giving advice on recommended training (i.e. Induction, Safeguarding)
- e) advise on the requisite contents of the school prospectus and, in nursery schools, annual report to parents;
- f) ensure that all statutorily required policies are in place, and that a file is kept in the school of policies and other school documents approved by the governing body;
- g) maintain records of governing body correspondence.

2.4 Professional Development

The clerk will:

- a) successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent;
- b) attend termly Briefings (details can usually be found on Governor Hub at the start of each term), Clerk's Seminars and participate in other professional development opportunities (details of courses can be found on Governor Hub)
- c) keep up to date with developments in education and children's services, and legislation affecting school governance.

2.5 Additional Duties (subject to agreement of additional time)

The clerk may be asked to perform as part of their duties any of the following **(these additional tasks will usually be negotiated as additional hours to normal contracted hours)**:

- a) Clerk some or all governing body committees;

- b) assist with the elections of parent and staff governors;
- c) give advice and support to governors taking on new roles such as chair or chair of a committee;
- d) participate in, and contribute to the training of governors in areas appropriate to the clerking role;
- e) maintain a file of relevant DfE, LA and (if appropriate) diocesan documents;
- f) maintain archive materials;
- g) prepare briefing papers for the governing body, as necessary;
- h) help to produce a Governing Body Year Planner, aligned with the SDP, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees.

3. Equalities

To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop, achieved through equitable means.

4. Health and Safety

Be aware of and comply with policies and procedures relating to health and safety including risk assessments in your area and report all concerns to an appropriate person. In addition, to keep up to date with school's information regarding children's dietary needs and allergies.

5. Safeguarding

Be aware of and comply with policies and procedures relating to child protection and report all concerns to an appropriate person.

6. Additional Information

The post holder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings as required.

7. Review of duties

The specific duties attached to any individual staff member are subject to annual review and appraisal, and may, after discussion with the post holder, be changed.

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