

Blessed Hugh Faringdon Catholic School

Job Description Clerk to Governors

SALARY GRADE OF POST

NJC Scale points 12-17

REPORTING TO

Chair of Governors

Key Purpose of Job

To provide advice and guidance to the Governing Body on governance, constitutional and procedural matter and to contribute towards the efficient and effective functioning of a Governing Body and its committees by providing:

- administrative and organisational support
- guidance to ensure that the Governing Body works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the Governing Body

Key Duties

Advice and guidance

The clerk will provide independent and expert advice to the Governing Body on its duties and functions, contributing to the efficient conduct of the Body by:

- advising the Governing Body on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance
- advising the Governing Body on relevant legislation and procedural matters where necessary before, during and after meetings
- knowing where to access appropriate legal advice, support and guidance, and where necessary seeking advice and guidance from third parties on behalf of the Governing Body
- informing the Governing Body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- advising the Governing Body on the regulatory framework for governance (relevant acts and regulations, instruments of government)
- offering advice on governance best practice, including on committee structures and self-evaluation
- ensuring that statutory policies are in place, and highlight when staff need to review them
- advising on the annual calendar of Governing Body meetings and tasks
- facilitating new Governor induction and ensuring they have access to appropriate documents, including any agreed code of conduct
- contributing to the induction of Governors taking on new roles, in particular, Chair of the Governing Body or Chair of a committee
- anticipating issues which may arise, and drawing these matters to the Chair's attention, proposing recommendations

Organisation and administration of meetings

The clerk will prepare for and administrate meetings, allowing the Governing Body to make effective use of their time and focus on strategic matters. The clerk will support the smooth and effective running of meetings by:

- maintaining and updating the Governing Body's annual cycle: preparing a draft calendar of meetings of the Governing Body and its committees for agreement at the last Full Governing Body meeting of the academic year
- working with the Chair and Headteacher to prepare a focused agenda for Governing Body meetings and committee meetings
- liaising with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation
- being responsible for organising the practical arrangements for each meeting, including: checking room availability, room layout, equipment and refreshments, as relevant.
- ensuring meetings are quorate, inclusive and well structured
- recording the attendance of governors at meetings (including any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences
- drafting minutes of meetings, indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the Governing Body
- circulating the reviewed minutes to all Governors/members of the committee, the Headteacher and other relevant bodies within the timescale agreed with the Governing Body
- following-up on any agreed action points with those responsible and informing the Chair of progress
- carrying out all responsibilities as clerk to all meetings dealing with staff pay and staff disciplinary, grievance, redundancy and capability procedures, including liaising with the HR Officer, identifying Governors to sit on panels, ensuring panel members are aware of their role and sending correspondence as required.
- carrying out all responsibilities as clerk to all meetings dealing with complaints in accordance with the school policy e.g. write to parent on behalf of the Governing Body, arrange meeting if necessary, pull together and produce packs for meeting, attend and take notes of meeting and write to parents with outcome.
- arranging any other meetings as requested

Governing Body membership

Effective Governing Body's need members with the right skills, experience, qualities and capacity. In order to support the Governing Body's proper constitution, it is the responsibility of the clerk to:

- advise Governors and appointing bodies in advance of the expiry of a Governor's term of office and the impact of this on the Governing Body's capacity, diversity and skills mix
- establish, in discussion with the Governing Body, an open and transparent vacancy filling processes and efficient procedures for election and appointment
- give procedural advice concerning conduct of Governor elections and assist with election procedures
- collate, maintain and ensure correct publication of information about Governors such as any pecuniary interests
- ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the Governing Body where it is appropriate to do so
- promote Governor training opportunities and highlight statutory requirement to undertake certain training
- maintain a record of training undertaken by members of the Governing Body
- maintain Governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- advise the Governing Body on succession planning for all Governing Body roles

Managing information

The clerk will support the Governing Body in maintaining records of policies and procedural documents and ensures these are accessible. This requires the clerk to:

- maintain up to date records of the names, addresses and category of Governing Body members and their term of office, and inform the Governing Body and any relevant authorities of any changes to its membership
- maintain the Governors' register of business interests which is stored at the school and ensure details are published annually on the school website
- keep Get Information About Schools (GIAS) up to date with Governor details
- maintain copies of current terms of reference and membership of any committees, working parties and any governors with specific oversight of an area e.g. SEND
- 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
- maintain records of Governing Body correspondence
- ensure that all correspondence, minutes and other documents relating to staff disciplinary, grievance, redundancy and capability procedures, pay, exclusions and complaints are stored securely at the school.
- 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

Relationships and development

Good relationships between the clerk and members of the Governing Body are essential for open communication. Clerks also have a role to play in supporting and advising the Governing Body on their self-review and development. The clerk should fulfil these responsibilities, whilst maintaining independence, by:

- developing and maintaining professional working relationships with the Chair, the Governing Body and school leaders
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of clerk should include:

- undertaking appropriate and regular training to maintain knowledge and improve practice
- keeping up to date with current educational developments and legislation affecting school governance
- participating in regular performance management, led by the Chair

Other Professional Requirements

- Establish effective working relationships with a) students, b) parents c) professional colleagues.
- Set a good example to the students through personal presentation, professional conduct.
- Make a positive contribution to the wider life and ethos of the school
- Support and carry out policies and practices to promote positive student behaviour, in line with the whole school approach and support the "Behaviour for Learning" programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Liaise effectively and sensitively with students and parents.

- Ensure compliance with all statutory Health and Safety requirements.
- Retain confidentiality about all aspects of school life.
- Clerks who work at home must ensure that their working conditions take account of normal health and safety requirements
- To undertake other duties as the Chair of Governors may reasonably direct.

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Chair of Governors in consultation with the postholder

This post is subject to Level 1 Health and Safety Training

**Blessed Hugh Faringdon Catholic School
PERSON SPECIFICATION**

POST HELD

Clerk to Governors

This person specification lists the competencies expected of an experienced/fully-trained clerk. (E= Essential criteria, D = Desirable criteria)

Skills, knowledge and aptitudes

The Clerk should be able to provide evidence of the following:

E	good listening, oral and literacy skills
D	writing agendas and accurate concise minutes
D	ICT including keyboard skills
E	organising their time and working to deadlines
D	organising meetings
E	record keeping, information retrieval and dissemination of Governing body data/documentation, to the Governing body and relevant partners
D	using the internet to access relevant information
D	developing and maintaining contacts with outside agencies e.g. departments of the LA, Church Authorities and the DfE
D	knowledge of Governing Body procedures
D	knowledge of educational legislation, guidance and legal requirements
D	knowledge of the respective roles and responsibilities of the Governing Body, the headteacher, the LA, Church Authorities and the DfE
D	knowledge of Equal Opportunities and Human Rights legislation
D	knowledge of Data Protection legislation

Qualifications and training

The clerk should:

E	be able to demonstrate a willingness to attend appropriate training and development
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Experience

The Clerk should be able to produce evidence of:

D	relevant personal and professional development
D	working in an environment where experiences included taking initiative and self motivation
D	working as a member of a team

Personal attributes

The clerk should:

E	be a person of integrity
E	be able to maintain confidentiality
E	be able to remain impartial
E	have a flexible approach to working hours
E	be sympathetic to the needs of others
E	have an openness to learning and change
E	Have a positive attitude to personal development and training
E	Have good interpersonal skills

Special Requirements

The clerk should:

E	be able to work at times convenient to the Governing Body, including evening meetings
E	be able to travel to meetings as agreed
E	be available to be contacted at mutually agreed times.