



## Clerk to the Governing Body Role Profile

<b>Department/Section</b>	Education School
<b>School</b>	Yateley School
<b>Role Title</b>	Clerk to the Governors
<b>Reports To</b>	Governing Body through the Chair of Governors
<b>Role Purpose</b>	<ul style="list-style-type: none"><li>• Provide advice to the Governing Body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the Governing Body functions.</li><li>• Provide effective administrative support to the Governing Body.</li><li>• Ensure the Governing Body is properly constituted.</li><li>• Manage information effectively in accordance with legal requirements.</li></ul>



## **Clerk to the Governing Body Job Description**

---

The clerk to the Governing Body will:

### **1. Provide advice to the Governing Body**

- Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after meetings;
- Act as the first point of contact for Governors with queries on procedural matters;
- Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governing Body;
- Inform the Governing Body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- Offer advice on best practice in governance.
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff;
- Advises on the annual calendar of Governing Body meetings and tasks;
- Send new Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice; and
- Contribute to the induction of Governors taking on new roles.

### **2. Effective administration of meetings**

- With the Chair as appropriate prepare a focused agenda for the Governing Body meeting and Committee meetings;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Ensure meetings are quorate;
- Record the attendance of Governors at meetings and any apologies, and take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting;
- Draft minutes of meetings of the Governing Body, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and senior members of staff as appropriate.
- Circulate the reviewed draft to all Governors
- Follow-up any agreed action points with those responsible and inform the Chair of progress.

### **3. Membership**

- Advise Governors and appointing bodies in advance of the expiry of a Governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the Chair of Governors is elected, giving procedural advice concerning conduct of this and other elections;
- Maintain a register of Governing Body pecuniary interests and ensure the record of Governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any Governors when it is appropriate to do so;
- Maintain a record of training undertaken by members of the Governing Body; and



- Maintain a record of Governors' participation in activities outside regular meetings and report to the Full Governing Body and if required Committees as appropriate
- Maintain Governors' meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Advise the Governing Body on succession planning (of all roles, not just the Chair.)

#### **4. Manage Information**

- 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;
- Ensure GIAS, NGA and school website are kept up to date with Governor details.
- Maintain copies of current terms of reference and membership of any Committees and working parties and any nominated Governors e.g. Child-protection, 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 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.
- Maintain an up-to-date record of Governing Body documents on Governorhub.

#### **5. Personal Development**

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;
- Keep up-to-date with current educational developments and legislation affecting school governance;
- Participate in regular performance management.

#### **Additional Services**

The clerk may be asked to undertake the following additional duties:

- clerk any statutory appeal Committees/panels the Governing Body is required to convene
- assist with the elections of parent and staff Governors;
- participate in, and contribute to the training of Governors in areas appropriate to the clerking role;
- maintain a file of relevant Department for Education (DfE) and Local Authority guidance documents;
- maintain archive materials;
- prepare briefing papers for the Governing Body, as necessary;
- perform such other tasks as may be determined by the Governing Body from time to time.