

Job Description

Department: Children, Young People & Learning	Section:
Post Number:	Location:
Job Title: CLERK TO GOVERNING BODY	Grade/Salary Range: I / H
JOB PURPOSE	
To provide effective administrative support, advice on school governance, constitutional and procedural matters to the Governing Body.	
DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE	
The post holder will report to the Chair of Governors.	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Administrative support</p> <ul style="list-style-type: none"> • Prepare agendas for Governing Body meetings in consultation with Headteacher and Chair of Governors or Chairs of committees. • Publish agendas and appropriate reports within required timescales. • Ensure meetings are quorate. • Attend meetings of the Governing Body and committees (as required) and take accurate minutes. • Prepare draft minutes of meetings for approval by Chair and distribute Minutes as required. • Follow up agreed action points and report progress to the Chair. • Maintain records of agreed Governing Body and committee Minutes and associated papers for the public record. • Ensure that all Governors sign a declaration of their qualification as a governor at the start of their term of office. • Ensure that an enhanced Disclosure and Barring (DBS) check has been carried out on a governor. • Maintain records of attendance at meetings and training undertaken by members of the Governing Body. • Maintain a register of Governors' business / pecuniary interests. • Ensure relevant information about the Governing Body is on the school website. <p>Providing advice</p> <ul style="list-style-type: none"> • Advise the Governing Body on governance legislation and procedural matters. • Where necessary seek advice from third parties on behalf on the Governing Body. • Inform the Governing Body of any changes in its responsibilities as a result of legislation, and advice on best practice. • Ensure statutory policies are in place. • Advise on the annual calendar of Governing Body meetings and business. • Ensure the Governing Body is properly constituted, maintain records of Governors' terms of office and contact details and inform the LA of any changes. • Provide induction materials and advice to new Governors as appropriate. • Keep up to date with current educational developments and legislation affecting school 	

governance.

- Participate in regular performance management and attend briefings and training as required.
- Undertake other related tasks as required.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- The Clerk to the Governing Body may also be expected to Clerk some or all of the Governing Body committees.
- The Clerk to the Governing Body may also be expected to administer elections for parent and staff Governors when vacancies occur.
- The duties and responsibilities of this post cover a wide range, if less than the full responsibilities apply this will be reflected in the grade allocated within the range available.
- The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All staff employed in the school must be aware that an enhanced DBS check will be undertaken.