



## **The John Fisher School**

### **JOB DESCRIPTION Clerk to the Governing Board**

#### **Main purpose of role is to:**

Provide advice to the Governing Board on governance, constitutional and procedural matters. Regulations require governing boards to have regard to advice from the clerk in regards to exercising the following functions:

- Provide effective administrative support to the Governing Board and its committees
- Ensure the Governing Board is properly constituted
- Manage information effectively in accordance with legal requirements

#### **Main responsibilities and tasks**

The clerk to the Governing Board will:

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

- Advise the Governing Board 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 Board
- Inform the Governing Board 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, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff members
- Advise on the annual calendar of Governing Board meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

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

- With the chair and Headteacher prepare a focused agenda for the Governing Board meeting and committee meeting
- 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 – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
- Draft minutes of Governing Board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the Headteacher
- Circulate the reviewed draft to all governors (members of the committee) and the Headteacher as agreed by the Governing Board and within the timescale agreed with the Governing Board
- 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 is elected, giving procedural advice concerning conduct of this and other elections
- Maintain a register of governor 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 governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the Governing Board
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the Governing Board 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 Board members and their term of office, and inform the Governing Board and any relevant authorities of any changes to its membership
- 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 Board correspondence
- Ensure copies of statutory policies and other school documents approved by the Governing Board are kept in the school and published as agreed, for example, on the website
- Being aware of the school's responsibilities under the Data Protection Act for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply
- Treating all information acquired through employment, both formally and informally, in confidence.

## **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 appraisal

## **6. In Addition**

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

- Clerk any statutory appeal committees/panels the Governing Board 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 archive materials
- Prepare briefing papers for the Governing Board, as necessary
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the Governing Board from time to time