Suckley Primary School

Clerk to Governors/Governance Professional - Job Description

Reporting to: Chair of Governors and Headteacher

Hours: 90 hours per academic year (claimed monthly; to be reviewed at 6 and 12 months)

Salary Grade: Scale 4, Range 7 -11 (£16.19 - £17.25 per hour)

PURPOSE OF JOB

To provide support and advice to enable effective governance, advising on governance, constitutional and procedural matters and contributing to the efficient and effective functioning of the governing body and its committees.

The Clerk will:

- provide administrative and organisational support for the governing body
- support the efficient and effective operation of the governing body and its committees
- provide guidance to ensure the governing body is compliant with legal and regulatory framework, understanding the consequences of non-compliance
- ensure governance at all levels is carrying out its functions

MAIN DUTIES AND RESPONSIBILITIES

The Clerk will:

- advise the governing body on its core functions in accordance with advice from the trust's articles of association and the Academies Financial Handbook, in accordance with arrangements agreed by the board of trustees, the DfE Governance Handbook and the Competency Framework for Governance
- know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body
- advise the governing body on the regulatory framework for governance (relevant acts and regulations, Articles of Association)
- ensure that statutory policies are in place, and highlight when they need to be reviewed and by whom, in accordance with the trust's scheme of delegation
- advise, develop and maintain in consultation with the governing body, the annual calendar of meetings, monitoring and training

1. **Meetings**

   The Clerk will:

   - work with the chair and headteacher to prepare and distribute a focused agenda for governing body meetings and committee meetings
   - liaise with those preparing papers to make sure they are available at least seven days before the meeting
   - ensure suitable rooms are booked to hold meetings
   - advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting
   - record the attendance of governors at all meetings and take appropriate action in relation to absences
   - draft minutes of meetings to reflect the 3 core strategic functions, indicating who is responsible for any agreed actions with timescales

- Send draft minutes to the chair and headteacher for amendment/approval
- circulate the reviewed minutes to all members of the committee, the headteacher and other relevant bodies within the statutory timescale agreed
- follow-up on any agreed action points with those responsible and inform the governing body of progress

2. Membership

The Clerk will:

- advise governors in advance of the expiry of a trustee's term of office
- establish, in discussion with the governing body, open and transparent vacancy filling processes and efficient procedures for election and appointment
- give procedural advice concerning conduct of trustee elections and assist with election procedures
- facilitate new trustee induction and ensure they have access to appropriate documents, including any agreed code of conduct, school email addresses and secure area passwords
- contribute to the induction of trustees taking on new roles, e.g. the chair of the board, chair of a committees and delegated responsibilities
- collate, maintain and ensure correct publication of information about trustees such as any declarations and 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
- maintain a record of training undertaken by members of the governing body
- maintain governors meeting attendance records and advise the chair of potential disqualification through lack of attendance

3. Managing information

The Clerk will:

- maintain up to date records of the names, addresses and category of trustees and their term of office, and inform the governing body and any relevant authorities of any changes to its membership
- maintain copies of current terms of reference, scheme of delegation and membership of any committees and any trustees with specific oversight of an area e.g. SEND
- work with the chair and headteacher to create and update forward plans of all committees' work
- 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
- ensure that governance-specific risks are included in the trust's risk register
- develop trust-specific documents such as a governance code of conduct and skills matrix
- maintain and update the governing body's webpage

4. Relationships and development

The Clerk will:

- develop and maintain professional working relationships with the chair, the governing body and school leaders
- contribute to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- undertake appropriate and regular training to maintain knowledge and improve practice
- keep up to date with current educational developments and legislation affecting academy trust ol governance participating in regular performance management led by the Chair
- keep abreast of policy developments affecting academy trust governance liaise with relevant professional organisations and networks

5. Evaluation and development

The Clerk will:

- contribute to rigorous and effective methods of self-review with the governing body
- coordinate a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
- support the commissioning and arrangements for external reviews of governance
- share training opportunities, book and record completed training

6. Other duties

The Clerk will:

- undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- be responsible for sending response letters from the Chair
- liaise with school staff as required
- write governor contributions to newsletters

Confidentiality

The Clerk is privy to confidential information and is expected to respect the privileged position they have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

Suckley Primary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.