



Thorndown Primary School and Pre-School

Hill Rise, St Ives, Cambs, PE27 6SE

Tel: 01480 375103

Headteacher: Miss V Godbold



CLERK TO THE GOVERNING BODY

Job Description and Person Specification

JOB DESCRIPTION

1 Introduction

The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors, and with the headteacher and other governors. The clerk will be responsible for advising the governing body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing body business and observe confidentiality requirements.

2 Meetings

The clerk to the governing body will:

(a) work effectively with the chair, committee chairs and the headteacher before the governing body and committee meetings to prepare purposeful agenda's which takes account of Department of Education and local authority issues and is focused on school improvement;

(b) encourage the headteacher and others to produce agenda papers on time;

(c) produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before a meeting;

(d) record the attendance of governors at the meetings and take appropriate action re absences;

(e) advise the governing body and committees on governance legislation and procedural matters where necessary before, during and after the meeting;

(f) take notes of the governing body and committee meetings to prepare minutes, including indicating who is responsible for any agreed action;

(g) record all decisions accurately and objectively with timescales for actions;

(h) send drafts to the chair or chair of a committee and headteacher for amendment /approval by the relevant chair;

(i) copy and circulate the approved draft to all governors within the timescale agreed with the governing body;

(j) advise absent governors of the date of the next meeting;

(k) keep a minute book, or file of signed minutes, as an archive record;

(l) liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body;





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(m) chair that part of the meeting at which the chair is elected.

3 Membership

The clerk will:

- (a) maintain a database of names, addresses and category of governing body members and their term of office;
- (b) initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
- (c) maintain copies of current terms of reference and membership of committee and working parties and nominated governors eg Early Year's;
- (d) advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner;
- (e) inform the governing body and local authority of any changes to its membership;
- (f) maintain governor meeting attendance records and advise the governing body of non-attendance of governors;
- (g) advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school;
- (h) check with the local authority that Criminal Records Bureau disclosure has been successfully carried out on any governor when it is appropriate to so.

4 Advice and information

The clerk will:

- (a) advise the governing body and committees on procedural issues;
- (b) have access to appropriate legal advice, support and guidance;
- (c) ensure that new governors have a copy of the DoFE 'A Guide to the Law for School Governors' and other relevant information;
- (d) take action on governing body's agreed policy to support new governors, taking account of the Guidance for Head Teachers and Chairs of Governors on the National Training Programme for New Governors and induction materials/courses made available by LA's.





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(e) advise on the requisite content of the school Website.

(f) ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the governing body;

(g) maintain records of governing body correspondence.

5 Professional Development

The clerk will:

(a) successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent;

(b) attend termly briefings and participate in professional development opportunities;

(c) keep up-to-date with current educational developments and legislation affecting school governance.

6 Extras

The clerk may be asked to perform as part of their duties any of the following.

(a) assist with the elections of parent, teacher and staff governors;

(b) give advice and support to governors taking on new roles such as chair or chair of a committee;

(c) participate in, and contribute to the training of governors in areas appropriate to the clerking role;

(d) maintain a file of relevant DofE and local authority documents;

(e) maintain archive materials;

(f) prepare briefing papers for the governing body, as necessary;

(g) help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees.

Clerk to Governors





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PERSON SPECIFICATION

This person specification lists the competencies expected of an experienced/fully-trained clerk. The two right-hand columns provide guidance for the appointment of new clerks. (E= Essential criteria, D = Desirable criteria)

	Sections		E	D
1	Skills, knowledge and aptitudes	<p>The clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good listening, oral and literacy skills; • writing agendas and accurate concise minutes; • ICT including keyboarding skills; • organising their time and working to deadlines; • organising meetings; • record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; • using the internet to access relevant information; • developing and maintaining contacts with outside agencies eg departments of the LA and the Department of Education; • knowledge of governing body procedures; • knowledge of educational legislation, guidance and legal requirements; • knowledge of the respective roles and responsibilities of the governing body, the headteacher, the LA, Church Authorities and the DfES. • knowledge of Equal Opportunities and Human Rights legislation; • knowledge of Data Protection legislation. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
2	Qualifications and training	<p>The clerk should:</p> <ul style="list-style-type: none"> • be able to demonstrate a willingness to attend appropriate training and development; • have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent. 	E	D





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3	Experience	<p>Clerks should be able to produce evidence of:</p> <p>relevant personal and professional development;</p> <p>working in an environment where experiences included taking initiative and self motivation;</p> <p>working as a member of a team.</p>		<p>D</p> <p>D</p> <p>D</p>
4	Personal attributes	<p>The clerk should:</p> <ul style="list-style-type: none"> • be a person of integrity; • be able to maintain confidentiality; • be able to remain impartial; • have a flexible approach to working hours; • be sympathetic to the needs of others; • have an openness to learning and change; • have a positive attitude to personal development and training; • have good interpersonal skills. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
5	Special Requirements	<p>The clerk should:</p> <ul style="list-style-type: none"> • be able to work at times convenient to the governing body, including evening meetings; • be able to travel to meetings; • be available to be contacted at mutually agreed times. 	<p>E</p> <p>E</p> <p>E</p>	

March 2019

