



# Clerk to Local Governing Body Beechwood Primary School



## Job Description

<b>School</b>	Beechwood Primary School
<b>Post holder</b>	
<b>Job Title</b>	Clerk to Local Governing Body
<b>Employment Status:</b>	Permanent
<b>Salary Scale</b>	Grade 3 SCP 5-6 (£9.74 – £9.94 per hour)
<b>Hours of Work:</b>	Minimum 1 hour per week

### Job Purpose

To provide advice to the Local Governing Body on governance, constitutional and procedural matters.

To manage information effectively in accordance with legal requirements.

### Designation Of Post And Position Within Departmental Structure

The post holder will report to the Chair of Governors.

### Contacts and Relationships

Regular contact with the Headteacher, Chair and Governors of the school providing assistance, information or interpretation on readily understood rules. Regular contact with officers of Frays Academy Trust. Liaise with Frays Academy Trust regarding election and appointment and resignation of Governors. In addition, some interaction with parents and outside bodies/agencies.

### Main Tasks/Accountabilities

#### Provide advice to the governing body

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after meetings;
- Administer Local Governing Body 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 local governing body;
- Inform the local governing body of any changes to its responsibilities as a result of r 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;
- Advises on the annual calendar of local 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 Schemes of Delegation;
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

#### Effective administration of meetings

- With the Chair and Headteacher, prepare a focused agenda for the governing body meeting and committee meeting;
- Liaise with those preparing papers to make sure they are available on time, and distribute

<p>the agenda and papers as required by legislation or other regulations;</p> <ul style="list-style-type: none"> <li>• Ensure meetings are quorate;</li> <li>• 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;</li> <li>• Draft minutes of local governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the Headteacher;</li> <li>• Circulate the reviewed draft to all governors, the Headteacher and other relevant body, such as the trust as agreed by the local governing body and within the timescale agreed with the local governing body;</li> <li>• Follow-up any agreed action points with those responsible and inform the chair of progress.</li> </ul>
<p><b>Membership</b></p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;</li> <li>• Maintain a register of governor pecuniary interests and ensure the record of governors’ business interests is reviewed regularly and lodged within the school;</li> <li>• Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so;</li> <li>• Maintain a record of training undertaken by members of the local governing body; and</li> <li>• Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;</li> <li>• Advise the local governing body on succession planning (of all roles, not just the chair).</li> </ul>
<p><b>Manage Information</b></p> <ul style="list-style-type: none"> <li>• Maintain up to date records of the names, addresses and category of the local governing body members and their term of office, and inform the local governing body and any relevant authorities of any proposed changes to its membership;</li> <li>• Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND;</li> <li>• Maintain a record of signed minutes of meetings in school, and ensure copies are sent to Frays Academy Trust and are published as agreed at meetings;</li> <li>• Maintain records of local governing body correspondence;</li> <li>• Ensure copies of statutory policies and other school documents approved by the local governing body are kept in the school and published as agreed, for example, on the website.</li> </ul>
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;</li> <li>• Keep up-to-date with current educational developments and legislation affecting school governance.</li> </ul>
<p><b>Additional Services</b></p> <ul style="list-style-type: none"> <li>• The clerk may be asked to undertake the following additional duties:</li> <li>• Assist with the elections of parent and staff governors;</li> <li>• Participate in, and contribute to, the training of governors in areas appropriate to the clerking role;</li> <li>• Maintain a file of relevant Department for Education (DfE) and Frays Academy Trust guidance documents;</li> <li>• Maintain archive materials;</li> <li>• Prepare briefing papers for the local governing body, as necessary;</li> </ul>

- |   |
|---|
| <ul style="list-style-type: none"><li>• Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies;</li><li>• Perform such other tasks as may be determined by the local governing body from time to time.</li></ul> |
|---|

Signed \_\_\_\_\_

Date \_\_\_\_\_

## CLERK TO GOVERNORS - PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Element	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> <li>• Possesses excellent time management skills and resilience to maintain a high standard of work under pressure</li> <li>• Can build and maintain effective working relationships with key figures, both on the board and in the wider school community</li> <li>• Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities</li> <li>• Prepares thoroughly for meetings, ensuring own knowledge of key pieces of documentation</li> <li>• Understands the principles of confidentiality and applies this to own work and that of the board</li> </ul>	
Knowledge and Understanding		<ul style="list-style-type: none"> <li>• Understands the 6 features of effective governance and the core functions of the board</li> <li>• Appreciates the importance of understanding the board's own governance structure</li> <li>• Is aware of how the clerk's role is defined in statutory guidance</li> <li>• Understands the key themes of national and local education context</li> <li>• Is aware of the board's duties under legislation and statutory guidance</li> <li>• Understands the importance of the board adhering to and promoting the school's internal procedures</li> <li>• Understands the principles of records management, and has a working knowledge of the Data Protection Act and Freedom of Information Act</li> </ul>
Administrative Skills	<ul style="list-style-type: none"> <li>• Has an eye for detail and excellent proofreading skills, producing clear and accurate papers for the board</li> <li>• Uses technology effectively to streamline the board's processes</li> <li>• Can communicate information clearly, logically and impartially, using a range of presentation methods</li> <li>• Has a systematic approach to managing documentation that meets legal requirements for records management</li> </ul>	
Personal Judgment	<ul style="list-style-type: none"> <li>• Is willing and able to challenge the Local Governing Body when concerned about non-compliance or any aspect of how the Local Governing Body is conducting its business</li> </ul>	<ul style="list-style-type: none"> <li>• Understands the principles of conflicts of interest, and is able to advise the Local Governing Body on managing and avoiding these</li> </ul>