



Job Description

Job Title	Clerk to the Governing Body		
Location	South Molton Community College		
Reporting to	Chair of Governors		
Position Number(s)			
Grade	D		
Directorate/Section/School			
Effective date of JD	1.9.2015	JE Job Number	G.0308

The post holder will be accountable to the governing body, working effectively with the chair of governors, Principal and other governors.

Job Purpose including main duties and responsibilities:

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- To provide advice to the governing board and its individual members on governance, constitutional and procedural matters, ensuring the board meets its statutory requirements. Legislation introduced by the Department for Education in 2013 requires governing boards to have regard to advice from the clerk with regard to exercising their functions.
- To provide administrative support to the governing board, its committees and individual governors to facilitate effective and efficient meetings and strategic governance. To make a key contribution to ensuring a strong evidence base is provided for Ofsted/Audit by through an accurate record of governing board challenge, actions and decisions via concise and accurate minutes.
- To manage information effectively and in accordance with legal requirements, observing confidentiality where necessary.
- To facilitate and co-ordinate the induction process for new governors and promote governor training, succession planning and recruitment based on the skills required to fulfil the governing boards' three key roles.

Main Duties & Responsibilities:

- Provide advice to the governing board. In the role of adviser the clerk will act to support, advise and enhance the work of the governing board within the framework in which it operates.
- Advise the governing board and its individual members on governance legislation, constitutional, legal and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for governors and associate members needing information or advice relating to their statutory functions. Research or signpost to answers, including seeking advice from third party organisations. (e.g.

Department for Education, Governor Support, Devon County Council, National Governors Association, HR, Finance, Audit, Safeguarding.)

- Assess facts, opinions and situations accurately and exercise sound judgement.
- Remain objective at all times; remain neutral and be the 'constitutional conscience' of the board.
- Demonstrate knowledge of the three main roles of the governing board and of the DfE Governors' Handbook and the relevant governor regulations in the context within which they are working. (e.g. Church schools, federations, co-operative trusts, academy articles, management partnerships, local governing boards.)
- Understand the governor role in school improvement and have knowledge of current Ofsted requirements. Advise on governing board functions and the powers to delegate its functions and proper procedures with respect to committees.
- Ensure the governing board meets its statutory obligations and inform the board of any changes to its responsibilities as a result in a change of school status or changes in the relevant legislation.
- Offer advice on best practice, including committee structures, levels of delegation, terms of reference, quorum, annual cycle of business, policy review cycle, self-evaluation, skills audit, governor training and governance procedures.
- Alert governors where a conflict of interests may be perceived so appropriate action can be taken.
- Ensure that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school.
- Maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. safeguarding.
- Have the ability, knowledge and confidence to challenge and intervene. e.g. the clerk may need to recommend that governors seek advice from an HR adviser of the Local authority on legal matters relating to staffing or health and safety issues before making decisions where they feel governors are at risk of working outside of the legal framework. A specific example might be to ensure governors have attended safer recruitment training before serving on an appointment panel or to ensure that governors follow their policies and/or seek professional advice with respect to staff redundancy.
- Advise the governing body on procedures and practice for formal hearings and appeal panels ensuring statutory timeframes and legal requirements are adhered to before, during and after the process, to include attending the hearing to provide advice and accurately minute the proceedings.
- Build effective working relationships with governors, the headteacher/principal, associate members, school staff and external agencies as required.
- The clerk is required to work irregular and unsociable hours, often responding to differing requests from a range of sources on an unpredictable basis.
- To provide administrative support to the governing board. In the role of administrator the clerk will support the work of the board, its committees and individual governors through planning, preparation, research and administration.
- Work with the chair (or chair of committee) and the head/principal to prepare a focussed agenda for strategic governor meetings and distribute within statutory timeframes: at least seven days before the meeting (maintained schools); fourteen days (academy schools).
- To update the Governors section of the schools website following decisions, policy updates and minutes, which must be completed within two working weeks of decisions, meetings or as directed.

- Liaise with those preparing papers to ensure they are available on time and distribute, including those required by legislation and regulations. (e.g. the heads/principals termly report.)
- Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting.
- Ensure meetings are quorate; record the attendance of governors and apologies, including whether the apology is sanctioned, and any declarations of interest.
- Maintain governor meeting attendance records and advise the governing body of non-attendance of governors.
- Make notes at the meeting in order to produce minutes to an agreed timescale that are clear and unambiguous. Maintain a record of responsibility and timescale for agreed actions to inform the work of governors between meetings.
- Send drafts to the chair and head teacher for amendment / approval by the chair.
- Copy and circulate the approved draft to all governors within the timescale agreed with the governing body.
- Advise absent governors of the date of the next meeting.
- To provide a key contribution to the evidence base for Ofsted/Audit by providing an accurate record of governing board challenge, actions and decisions through concise and accurate minutes.
- To facilitate strategic governance and in working with the governing board produce an annual cycle of full board and committee meetings, ensuring statutory requirements are met, there is no duplication between committees and the cycle reflects the point in the academic year by which items must be completed. (e.g. annual School's Financial Value Standard (SFVS) return and safeguarding return)
- Ensure the LA is informed of all governor appointments and elections through the database.
- Co-ordinate the arrangements for additional and emergency meetings e.g. exclusions, staff discipline, complaints.
- To manage information effectively. In the role of information manager the clerk will establish and maintain good communication systems, in accordance with legal requirements; and positive working relationships, observing confidentiality where necessary.
- Advise the local authority when there are changes of membership of the governing body.
- Receive, record and distribute incoming correspondence on behalf of the governing board including the weekly Clerks' Alert, termly Checklist and termly Devon Governor Magazine. Ensure that guidance on new legislation is disseminated to appropriate governors and used to inform governing body meetings. Use appropriate and agreed channels of communication and ensure that communication is effective and 'fit for purpose'.
- Maintain records of governing body correspondence.
- Ensure that all governors, including new governors and reappointed governors, complete a Declaration of Eligibility form and ensure DBS checks are carried out as agreed by the board. Ensure that the Disqualification by Association requirements are only applied where appropriate and do not breach the requirements of the Data Protection Act.
- Ensure a register of relevant business and pecuniary interests is maintained, reviewed at least annually, is on every agenda, drawn to governors' attention at all meetings and published on the school website.

- Maintain relevant filing for the Governing Body including a complete set of approved minutes of all Governing Body and Committee meetings (where appropriate) and all other associated paperwork. Ensure part two (confidential) minutes are dealt with appropriately so confidentiality is maintained. Be aware of requirements under a Freedom of Information access request.
- Co-ordinate compliance of the governing board with relevant regulatory, statutory and administrative requirements, advising on responsibilities and liaising with third parties as required. Ensure that all legally required information relating to the board is published on line.
- Ensure that statutory/legally required policies are in place and that records are maintained of all school policies and other school documents approved by the Governing Board. Advise the governing board of the dates on which policies are due to be reviewed by maintaining a policy cycle, and updating this accordingly.
- Co-ordinate all the information required to comply with legislation and regulations and ensure it is of high quality.
- To promote governor training. In this role the clerk will assist the governing board to identify skill gaps and training requirements and cater for future needs through succession planning.
- Identify, encourage and promote governor training, accessed through Governor Support, online and in-house and book services required on behalf of the governors.
- Keep accurate and up to date training records as evidence for Ofsted.
- Co-ordinate a regular skills audit to identify training requirements.
- To maintain and update the Induction Handbook.
- To facilitate and co-ordinate the induction process for new governors. Provide all new governors with the school based induction pack, offer support and advise on statutory and best practice requirements as required, highlighting relevant training opportunities.
- Keep abreast of developments in school governance including legal developments by attendance at training events, via the Governor Support team and through other relevant media in order to provide pro-active support to the Governing Body.
- Undertake appropriate and regular training and development to improve practice, maintain and extend knowledge, skills and expertise.
- Advise the governing board on the process and procedure for the election of the chair (and vice-chair); chair the meeting for the election of the chair.
- Manage the appointment and election of all governors, in accordance with the guidance in the Governors' Handbook and Governor Support recommended good practice. Liaise with the appropriate appointing body (eg diocese, trust) as appropriate.
- 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.
- Maintain an accurate record of membership of the Governing Board; advise the board on the expiry of terms of office, potential vacancies and the necessary succession planning for all roles.
- Liaise with third parties to help identify potential future governors, with appropriate skills.
- Ensure that associate members are appropriately supported and informed in order to effectively contribute to the committees on which they serve.

From The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 published in January 2014: <https://www.gov.uk/government/publications/school-governance-regulations-2013>

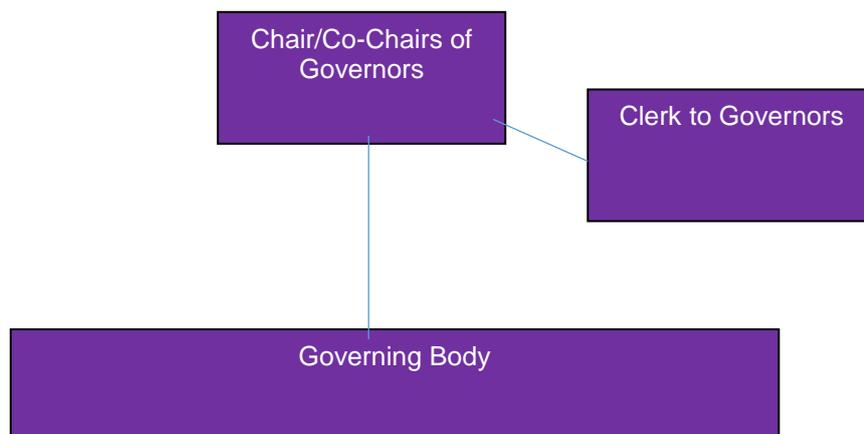
22. *High quality professional clerking is crucial to the effective functioning of the board. Clerking is not only about good organisation and administration, but also, and more importantly, about helping the board understand its role, functions and legal duties. This is crucial in helping the board exercise its functions expediently and confidently, so that it can stay focused on its core functions.*
23. *Boards should set demanding standards for the service they expect from their clerk and assure themselves that they are employing a clerk with suitable skills and training. Consequently, they should expect to pay an appropriate amount commensurate to the professional service they expect their clerk to deliver.'*

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Good communication and literacy skills • Ability to organise time & work to deadlines • Using the internet to access relevant information • Ability and willingness to work individually, using own initiative • Ability to work in an organised and methodical manner • Ability to work as a team member • ICT including keyboard skills • Ability to plan ahead 	<ul style="list-style-type: none"> • Knowledge of governing body procedures and/or experience which demonstrates the ability to gather and analyse information for research purposes • Experience of writing agendas and accurate, concise minutes • Developing and maintaining contacts with outside agencies e.g. Governor Support • Knowledge of educational legislation, guidance & legal requirements • Knowledge of the respective roles and responsibilities of the governing board, head, the LA & the DfE • Awareness of data protection legislation to handle information securely in a confidential & impartial manner • Experience of organising meetings • Experience of record keeping 	Application form & interview
Qualifications & training	<ul style="list-style-type: none"> • NVQ Level 3 in Business Administration or equivalent experience • Demonstrate a willingness to attend training & development opportunities 		Application form & interview
Experience	<ul style="list-style-type: none"> • Experience of taking initiative and self-motivation • Evidence of working as a member of a team 	<ul style="list-style-type: none"> • Evidence of relevant personal and/or professional development 	Application form & interview
Personal qualities	<ul style="list-style-type: none"> • Demonstrate & maintain integrity, impartiality & confidentiality • Have a flexible approach to working hours • Ability to demonstrate commitment to equal opportunities • Have good interpersonal 		Application form & interview

	<p>skills</p> <ul style="list-style-type: none"> • Have an openness to learning and change • Be sympathetic to the needs of others 		
Special requirements	<ul style="list-style-type: none"> • Ability to work at times convenient to the governing board, including evenings • Ability to travel to meetings • Available to be contacted at mutually convenient times 		Application form & interview

Structure chart – to be completed in all cases by the manager with the job description and person specification



SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score
1	3	3	3	2	1	2	1	1	1	3	358

Signatures:

I, the manager, confirm this is a true and accurate reflection of the job. This job description has been written in conjunction with the post holder (where applicable) who is aware that the post is being submitted for evaluation.

Job Description agreed by:

Job Holder (if in place): _____ **Date:** _____

Line/Originating Manager: _____ **Date:** _____

Principal _____ **Date:** _____