



# St Robert Southwell Catholic Primary School

*Aiming For Excellence - Being The Best We Can Be*

## JOB DESCRIPTION

**Post Title:** Clerk to the Governors

**Duties & Responsibilities:** The clerk will be responsible for advising the governing board on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of governing board business and observe confidentiality requirements.

**Responsible to:** The clerk to the governing board will be accountable to the governing board, working effectively with the chair of governors, and with the headteacher and other governors.

**Purpose of Post:** To aid the Headteacher and other staff to ensure the smooth running of the school.

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## 1 Meetings

The clerk to the governing board will:

For the Governing Board meetings and Committee meetings:

- (a) work effectively with the chair and headteacher before the governing board meeting to prepare a purposeful agenda which takes account of DfE and LA 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 the meeting;
- (d) record the attendance of governors at the meeting and take appropriate action re absences;
- (e) advise the governing board on governance legislation and procedural matters where necessary before, during and after the meeting;
- (f) take notes of the governing board meetings to prepare minutes, including indicating who is responsible for any agreed action;
- (g) record all decisions accurately and objectively within timescales for actions;
- (h) send drafts to the chair and headteacher for amendment/approval by the chair;

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- (i) copy and circulate the approved draft to all governors within the timescale agreed with the governing board;
- (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 and ensure that signed copies of all minutes and papers discussed are available at the school for public access;
- (l) liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing board;
- (m) following the approval of the minutes at the next meeting forward a copy of the LA.
- (n) chair that part of the meeting at which the chair is elected.

## **2 Membership**

The clerk will:

- (a) maintain a database of names, addresses and category of governing board members and their term of office;
- (b) initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;

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- (c) maintain copies of current terms of reference and membership of committee and working parties and nominated governors eg Literacy;
- (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 board, LA (if appropriate) of any changes to its membership;
- (f) maintain governor meeting attendance records and advise the governing board of non-attendance of governors;
- (g) advise that a register of governing board pecuniary interests is maintained, reviewed annually and lodged within the school;

### **3 Advice and Information**

The clerk will:

- (a) advise the governing board on procedural issues; e.g. pupil exclusions;
- (b) have access to appropriate legal advice, support and guidance;
- (c) ensure that new governors have a copy of the DfES *Guide to the Law* and other relevant information;
- (d) take action on governing board's agreed policy to support new governors;

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- (e) advise on the requisite contents of the school prospectus and annual report to parents;
- (f) give advice and support to governors taking on new roles such as chair or chair of a committee;
- (g) maintain archive material to meet statutory requirements;
- (h) 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 board;
- (i) maintain records of governing board correspondence.
- (j) maintain a file of relevant documents from the DfE and LA

## 4 Professional Development

The clerk will:

- (a) attend briefings and participate in professional development opportunities;
- (b) keep up-to-date with current educational developments and legislation affecting school governance.

## 5 Other tasks

- (a)

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- (b) assist with the elections of parent, teacher and staff governors;
- (c) research and prepare briefing papers for the governing board, on specific issues e.g. remodelling the workforce, extended schools, etc;
- (d) help to produce a governing board year planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing board and its committees.



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## Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed .....

Employee

Signed .....

Headteacher

Dated .....

Dated .....

### Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time

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