

Horton C of E VA Primary School Clerk to Governors

Horton C of E VA Primary School is seeking to appoint a Clerk to commence duties with immediate effect.

The fee payable is £1140.61 per annum and is based on 6 Full Governing Body meetings and 6 Committee meetings per year. Meetings are on Wednesday evenings:

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
FGB	FGB	FGB	FGB	FGB	FGB
Committees x2		Committees x2		Committees x2	

We are looking for someone who:

- Has experience as an administrator
- Is IT literate
- Is well organised
- Has good communication skills
- Is able to take accurate minutes at meetings
- Is able to maintain impartiality and handle confidential minutes
- Is capable of advising Governors on changes and updates in legislation and other requirements

You should be reliable and have a flexible approach. Previous clerking experience is desirable though not essential as training and support will be available.

The role is as a holder of office and will primarily be undertaken in term time. Meetings are generally held on a Wednesday evening, between 6pm and 9pm. The holder of office will be required to liaise with the Head Teacher and Chair of Governors / Committees as relevant in order to set an appropriate agenda which, together with the associated documents, need to be shared, in good time, with the relevant members of the Governing Body. They will then be required to take detailed, accurate minutes and get them typed up and shared within a week of the meeting.

Other than attendance at meetings, the role will be carried out at home, at times of the day to suit the Clerk, whilst ensuring agreed deadlines are met.

The role of Clerk to Governors provides a valuable insight into education and a school environment, providing an ideal stepping stone for someone looking to get into a school-based administration role.

Horton C of E VA Primary Governing Board is committed to safeguarding and promoting the safety and welfare of children. Therefore, you will be expected to share this commitment and all appointments will be subject to appropriate vetting including an enhanced DBS disclosure check.

For further information, you should contact the Chair of Governors, Louise Charlton, via the email lc@hortonschool.onmicrosoft.com. A copy of the Description of Duties of Office is attached for your convenience. Applicants should send a detailed CV, including two references, to the Chair of Governors, Louise Charlton

Job Description: Clerk to a Governing Body (based on the NGA model)

Main purpose of role is to:

Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements

Main responsibilities and tasks

The clerk to the governing body will:

1. Provide advice to the governing body

- Advise the governing body on governance legislation and procedural matters where necessary before, during and after 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 governing body;
- Inform the governing body of any changes to its responsibilities as a result of a change in school status or 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;
- Advise on the annual calendar of 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
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.

2. Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the governing body meeting and committee meeting, taking account of DfE and Local Authority issues and is focused on school improvement;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- Produce, collate and distribute the agenda and papers so that recipients receive them at least 7 clear days, and preferably 10 days before the meeting;
- Ensure meetings are quorate;
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting;
- 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;
- Draft minutes of 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;
- Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority/diocese/foundation/trust as agreed by the governing body and within the timescale agreed with the governing body;

- Follow-up any agreed action points with those responsible and inform the chair of progress; and
- Keep a minute book or file or signed minutes as an archive record.

3. Membership

- 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;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so;
- Maintain a record of training undertaken by members of the governing body;
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance; and
- Advise the governing body on succession planning (of all roles, not just the chair).

4. Manage Information

- Maintain up to date records of the names, addresses and category of governing body members 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 and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND;
- 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; and
- 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.

5. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;
- Attend termly briefings where possible and participate in professional development opportunities;
- Keep up-to-date with current educational developments and legislation affecting school governance; and
- Participate in appropriate appraisal conversations.

6. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing body is required to convene: if deemed appropriate;
- Assist with the elections of parent and staff governors;
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role;
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents;
- Maintain archive materials;

- Prepare briefing papers for the governing body, as necessary;
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies;
- Help produce/maintain 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; and
- Perform such other tasks as may be determined by the governing body from time to time.