

Job Description

Governance Professional/Clerk to the Governing Board

Job title:	Governance Professional/Clerk to the Governing Board
	Roundwood Park School Academy Trust
Line manager:	Headteacher's PA
Supervisory responsibility:	None
Hours:	Flexible working hours convenient to the governing board, including evening work. At the time of reviewing this JD (March 2026) the hours average at around 10 per week, term-time only, but with peaks and troughs. These hours include approx. 10 meetings per term, after school.

Main Purpose of the job

To provide effective administrative support, organise and prepare agendas and act as minute clerk to the Governing Board (including committees). This will require attending meetings after school and in the evening. At times you may be required to attend meetings in the daytime. You will be required to attend at least 27 meetings per year during term time.

Advise the Governing Board and committees on governance, legislation and procedural matters where necessary, before, during and after meetings (support will be offered by the Headteacher's PA and training provided, as necessary).

The Governance Professional/Clerk to the Governing Board is accountable to the chairperson of the Governing Board and needs to work effectively with the chairs of committees, the Headteacher, the other governors and school staff.

Main responsibilities and tasks

1. To prepare and type agendas for committees and full governing board in line with the annual schedule of work. To obtain approval from the Chair of Governors, respective chairs of the committees and senior leadership team. To collate the associated papers and to upload them onto GovernorHub within prescribed deadlines.
2. To ensure that the annual schedule of work for the full governing board and committees is kept up to date.
3. To attend the governing board and committee meetings. To take accurate minutes of the meeting, noting key questions from governors and recording responses. Recording all decisions objectively and indicating who is responsible for any agreed actions and timelines.
4. To advise and provide guidance to the Governing Board and committees on procedural and constitutional matters as necessary, before, during and after the meeting.
5. To maintain a register of the membership of and appointment to the Governing Board and update Companies House of any changes to directorships.

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6. To maintain the Governors' section of the DfE's website Get Information About Schools
7. To assist the Headteacher's PA with Parent Governor Elections
8. To correspond and draft induction programme for newly appointed governors. To meet with newly appointed governors to run through their induction programme.
9. To register newly appointed governors on GovernorHub and to complete administrative tasks in line with the newly appointed Governor checklist
10. To arrange, attend and minute meetings of the Annual General Meeting, Governing Board Disciplinary Committee, Complaints Panel and other governor committees as required.
11. To ensure the Governing Board page of the Roundwood Park School website is kept up-to-date.
12. To assist in the arrangement of training for governors and keep records thereof
13. With the assistance from the Headteacher's PA, ensure the Policy Review Schedule is kept up-to-date and that policies/procedures are reviewed and approved at the appropriate intervals.
14. To ensure that filing systems on GovernorHub are kept up-to-date
15. To annually set governing board and committee meeting dates for the forthcoming academic year in line with the school calendar. To add to GovernorHub once approved.
16. To maintain a record of attendance of individual governors via GovernorHub
17. To respond to/action emails from both staff and governors
18. To produce correspondence on behalf of the Governing Board and committees as directed.
19. To adhere to any school policies that are relevant to this post.
20. Actively participate in any appropriate training when required.