

## **CENTRAL BEDFORDSHIRE COUNCIL**

### **JOB DESCRIPTION**

**Job Title:** Clerk to Governors

**Responsible to:** Chair of Governors

**Job Purpose:** Responsible for clerking full governing body meetings and any meetings of committees with delegated powers, as required.

#### **Main duties and responsibilities**

1. To attend and support meetings of committees of the governing body as required.
2. To work with the Chair of Governors and Headteacher on the contents of the agenda and the supporting papers for each meeting of the governing body.
3. To check with the Chair of Governors on any actions that have been taken by him/her between meetings and that they are reported to the governing body.
4. To prepare and send out papers to the governing body nine days before the meetings.
5. To attend governor's meetings and to take accurate notes from which to prepare minutes.
6. To ensure that the governing body fixes the dates of future meetings and that the LEA is informed.
7. To write, produce and send copies of draft minutes to the Chair and the Headteacher.
8. To distribute draft minutes to governors, the LEA (and Diocesan Board) and the school after being checked by the Chair and the Headteacher.
9. To record the attendance of governors at meetings and warn any governors in danger of being disqualified through non-attendance.
10. To assist the governing body in the preparation of the Annual Report to Parents and Annual Parents' meetings.
11. To set up governor's hearings, interviews and appeal committees.
12. To advise the governing body on law, standing orders and procedural matters where necessary during meetings.
13. To advise the governing body on where to obtain relevant advice and information.
14. To check on the dates of expiry of terms of office and warn governors in advance.
15. To inform the Chair and the appropriate body (LEA or Diocesan authority) of any resignations or appointments and ensure that action is taken to fill a vacancy.
16. To deal with correspondence on the appointment of co-opted governors.
17. To maintain relevant files and records of correspondence and documents.

18. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
19. To undertake any other duties of a similar level and responsibility as may be required from time to time.