

Job title:	Clerk to Local Governing Body
Reports to:	Head of Governance
Responsible for:	Providing governance and a full clerking service to Governors of the school, ensuring adherence to all relevant legislation.

Job Purpose:

The Clerk to Local Governing Body is responsible for providing full clerking services to two schools' Local Governing Bodies (LGB). LGB meetings may be held in the mornings or evenings. Some may be virtual but some will be held face to face and the clerk will be expected to attend face to face meetings in person.

Summary of Responsibilities and Duties:

Clerking Service

- Ensure the LGB is properly constituted and quorate.
- Provide effective administrative support to the LGB, including raising agendas and supporting papers in liaison with the Headteacher, Chair of Governors and Head of Governance.
- Type draft minutes for the approval of Headteacher and Chair, ensuring agreed actions and due dates are clearly identified.
- Distribute reviewed draft minutes to all Governors (and Mosaic School Learning Trust as required) within agreed timescales.
- If requested, follow-up agreed actions with those responsible and update the Chair of Governors.
- Keep an up-to-date policy tracker and present the policies for approval at the LGB meetings.
- Exceptionally, service additional meetings convened by Governors (e.g. working parties).
- Type correspondence on behalf of the Governing Body as required.

Membership

- Chair parts of relevant meetings where the Chair of Governors is elected.
- Maintain training records for members of the LGB.
- Keep an accurate record of Governors' attendance at meetings and, after consultation with the Chair, advise any Governor who is in danger of disqualification through non-attendance.

Governance

- Seek advice on how to keep LGBs abreast of all legal requirements, including developments within the education sector.
- 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.

Additional Duties

- Have regard to the need for confidentiality as appropriate and advise the Governors accordingly.

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.

Other responsibilities relative to this Role are:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate Mosaic Schools Learning Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade across the Trust.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager. Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date: July 2026