

JOB DESCRIPTION

CLERK TO THE LOCAL GOVERNORS



Main Responsibilities and Tasks

Administrative and organisational support:

- Prepare and distribute the agenda for Local Governor meetings with support from the Head teacher and Local Governor Committee Chair (with reference to SAST templates).
- Maintain and publish an annual calendar of Local Governor meetings and tasks.
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required via Microsoft SharePoint.
- Maintain accurate records of signed Local Governor minutes and correspondence.
- Record the attendance of governor's at meetings (including apologies), creating an accurate annual schedule of attendance to publish on the school website.
- Maintain up to date records of the names, addresses and category of Local Governor's and their term of office to publish on the school website and inform the governing body, the trust, local authority and diocese of any changes to its membership as necessary.
- Maintain a register of Local Governor's pecuniary interests.
- Maintain a record of training undertaken by the Local Governor's
- Ensure meetings are quorate and chaired effectively.
- Draft accurate and concise meeting minutes, indicating where decisions have been made by Local Governor's on behalf of the Trust under delegated power.
- Ensuring that records of meetings include robust discussion, questions and challenge, agreed actions and timescales that compliment respective school and trust improvement plans.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.
- Clerk any statutory appeal committees/panels as required.

Advice, guidance and compliance

- Advise the Board on procedural matters relating to delegated powers and responsibilities under the SAST Scheme of Delegation, Memorandum and Articles, policies and procedures within the trust.
- Act as the first point of contact for Local Governor's with queries on policy and procedural matters.
- Inform the Local Governing Committee of any changes to its responsibilities as a result of a change in trust regulatory documents, statutory guidance or legislation.
- Liaise with the Governance Professional in organising the induction and training of new Local Governor's ensuring they have access to appropriate support and information.
- Support the Chair in annual procedural matters including formal adoption of school policies, parent/staff elections, recruitment, succession-planning, skills evaluation and training.
- Ensure that school policies (statutory and non-statutory) are reviewed, updated, adopted and published in accordance with timeframes set by DFE.
- Contribute to the induction of new Local Governor's taking on new lead roles such as Safeguarding or SEND.
- Advise Local Governor's and appointing bodies in advance of the expiry of a representative's term of office, so elections or appointments can be organised in a timely manner.
- Support the Chair in the process of board self-review and the evaluation of effective governance to develop the quality of governance at local level.
- Offer advice on best practice in governance in accordance with SAST Local Governor Handbook, DFE handbooks and other regulatory frameworks.
- Seek advice and guidance from SAST, the local authority and Diocese as necessary.
- Other tasks as may be determined by the Governance Professional from time to time.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice including attendance at trust Clerk Briefings.
- Keep up to date with current educational developments and legislation affecting school governance.
- Participate in performance management as required.



PERSON SPECIFICATION

CLERK TO LOCAL GOVERNORS

Sections	Competencies	Essential	Desirable
1 Skills, knowledge and aptitudes	<i>The Clerk should be able to provide evidence of the following:</i>		
	excellent listening, oral, grammar and literacy skills;	E	
	writing agendas and accurate concise minutes;		D
	ICT including keyboarding skills and use of email and internet;	E	
	organising their time and working to deadlines;	E	
	organising meetings and co-ordinating people;	E	
	record keeping, information retrieval and dissemination of governance data/documentation, to the governor's and relevant partners;	E	
	speaking skills, especially in front of groups and able to articulate well;		D
	developing and maintaining contacts with outside agencies e.g. Church authorities and DfE;		D
	knowledge of governance procedures;		D
	knowledge of educational legislation, guidance and legal requirements;		D
	knowledge of the respective roles and responsibilities of the local governor committee, Headteacher, church authorities and the DfE;		D
	knowledge of equal opportunities and human rights legislation;		D
knowledge of data protection legislation.		D	
2 Qualifications and training	<i>The Clerk should:</i>		
	be able to demonstrate a willingness to attend appropriate training;	E	
	have already attended the National Training Programmes for Clerks or equivalent training offered by the LA or other organisations.		D
3 Experience	<i>Clerks should be able to produce evidence of:</i>		
	relevant personal and professional development;	E	
	working in an environment where experiences included taking initiative and self-motivation;	E	
	working as a member of a team.	E	
4 Personal attributes	<i>The Clerk must:</i>		
	be a person of integrity;	E	
	be able to maintain confidentiality;	E	
	be able to remain impartial;	E	
	have a flexible approach to working hours;	E	
	be sympathetic to the needs of others;	E	
	have an openness to learning and change;	E	
	have a positive attitude to personal development and training;	E	
be able to confidently address groups of people and individuals;	E		
	have excellent interpersonal skills.	E	
5 Special requirements	<i>The Clerk must:</i>		
	be able to work at time convenient to the Local Governors inc evening meetings;	E	
	be able to travel to meetings;	E	
	be available to be contacted at mutually agreed times;	E	
	have regular access to internet facilities.	E	