



Job Description

Job Title	Clerk to the Local Governance Committee
Grade	Scale 7
Reports to	Head of Governance
	Part-time with flexible hours, home-based with requirement to travel to schools for meetings
Liaison with	Local Governing Committees and Head of Governance
Purpose of Job	<ul style="list-style-type: none"> • Provide advice to the Trust's Local Governing Committees 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 Trust's Local Governing Committees. • Ensure the Local Governing Committees are properly constituted in accordance with the Terms of Reference set by the Trust • Manage information effectively in accordance with legal requirements • Ensure the Trust's Local Governing Committees understand their remit as detailed within its Terms of Reference and the Trust's Scheme of Delegation
Main responsibilities and tasks	<p>The clerk to the governing body will:</p> <p>1. Provide advice to the governing body</p> <ul style="list-style-type: none"> • 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 the Head of Governance on behalf of the governing body
- Advise on the annual calendar of governing body meetings and tasks
- Send induction materials to new governors, as determined by the Head of Governance, and ensure they have access to appropriate documents, including any agreed Code of Practice

2. Effective administration of meetings

- Working with the Chair and Headteacher, personalise the Trust's template agenda for the Local Governing Body meetings
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers within the determined timescales
- Ensure meetings are quorate
- 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
- Advise upon any conflicts of interests that may occur within meetings
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair, the Headteacher and the Head of Governance within the determined timescale
- Circulate the reviewed draft to all governors and the Head of Governance
- Follow-up any agreed action points with those responsible and inform the chair of progress

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 recommended for election.
- Maintain a register of governing body pecuniary interests, and ensure this record is updated when governors join or resign; ensure it appears on the school website
- Ensure each governor's business interests form is sent to the Head of Governance

- Support the Head of Governance to ensure the school office has carried out any necessary pre-employment checks on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the governing body; and
- Maintain governor meeting attendance records and advise the chair and Head of Governance of potential disqualification through lack of attendance

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, the Head of Governance and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any 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
- Maintain records of governing body correspondence
- 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
- Keep up-to-date with current educational developments and legislation affecting school governance
- Participate in regular performance management
- Attend termly Clerks Briefings with the Trust's Clerking Team

6. Additional Services

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

- Clerk any formal HR meetings that the Trust is required to convene
- Clerk any ad hoc committees that may be required including but not limited to Exclusion Reviews and hearings convened under the Trust's Complaints Policy
- Perform such other tasks as may be determined by the governing body from time to time

PERSON SPECIFICATION

Clerk to the Governing Body

General heading	Detail	Examples	Essential / Desirable criteria
Qualifications & Experience	Skills, Knowledge and aptitudes	<p>The Clerk should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • good listening, oral and literacy skills • writing agendas and accurate and concise minutes • ICT, including keyboarding skills organising their time and working to deadlines • Organising meetings • Record-keeping, information retrieval and dissemination of governing body data/documentation, to the local governing body and relevant partners • developing and maintaining contacts within the Trust • knowledge of School Governance procedures • an understanding of the safeguarding requirements for school staff and governors 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
	Qualifications and training	The clerk should: be able to demonstrate a willingness to attend appropriate training/briefings and development	Essential
	Experience	<p>Clerks should be able to produce evidence of: relevant personal and professional development;</p> <ul style="list-style-type: none"> • working in an environment where experiences included taking initiative and self-motivation • working as a member of a team. 	<p>Desirable</p> <p>Desirable</p>
Personal attributes		<p>The clerk should: be a person of integrity;</p> <ul style="list-style-type: none"> • be able to maintain confidentiality • be able to remain impartial • have a flexible approach to working hours • be sympathetic to the needs of others • have an openness to learning and change • have a positive attitude to personal development and training • have good interpersonal skills 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Special Requirements		<p>The clerk should</p> <ul style="list-style-type: none"> • be able to work at times convenient to the Local Governing Committee, including evening meetings • be able to travel to meetings • be available to be contacted at mutually agreed times • be able to work remotely (eg via Google Meet) if required 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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