

JOB DESCRIPTION FOR POST OF: GOVERNANCE CLERK

PURPOSE OF ROLE

- To provide administrative support, advice and guidance to the local governing bodies on governance, constitutional and procedural matters. A clerk contributes towards the efficient and effective functioning of governance across our Trust by providing:
- Provide effective administrative support to the Trust's Local School Committees.
- Ensure the Local School 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 School Committees understand their remit as detailed within its Terms of Reference and the Trust's Scheme of Delegation.

MAIN DUTIES AND RESPONSIBILITIES

1. ORGANISATION AND ADMINISTRATION OF MEETINGS

The clerk prepares for and administrates meetings, allowing governors to make effective use of their time and focus on strategic matters. The clerk supports the smooth and effective running of Local School Committee meetings by:

- Working with the chair and headteacher to review the Trust's template agenda and personalise to the Local School Committee.
- Liaising with those preparing papers to make sure they are available on time, and distribute the agenda and papers within the determined timeframe.
- Ensuring meetings are quorate, inclusive and well structured.
- Recording the attendance of governors at meetings and any apologies, and take appropriate action in relation to absences.
- Drafting minutes of meetings, indicating who is responsible for any agreed actions with timescales, and circulate as agreed within the determined timescale.
- Circulating the reviewed minutes to all governors and the headteacher.
- Following-up on any agreed action points with those responsible.

2. ADVICE AND GUIDANCE

The Clerk to the Local School Committee will:

- Advise the Local School Committee's on their core functions in accordance with the SCSP Scheme of Delegation and governance legislation where necessary.
- Act as the first point of contact for governors with queries on procedural matters and seek appropriate legal advice, support and guidance from the Trust Governance Lead where necessary.
- Provide advice on governance best practice, including self-evaluation, in conjunction with the SCSP annual governance planner.
- Give procedural advice concerning conduct of governor elections.

- Facilitate new governor induction and ensure they have access to appropriate documentation, as determined by the Trust Governance Lead.
- Contribute to the support of governors taking on new roles, in particular, chair or link roles.
- Anticipate issues that may arise, and draw these matters to the attention of the Trust Governance Lead and where necessary the chair of the Local School Committee, proposing recommendations.
- Provide guidance on the permanent exclusion process as and when necessary, with reference to SCSP guidance documents and support from the Trust Governance Lead.

3. MANAGING INFORMATION and MEMBERSHIP

The clerk supports Local School Committees in maintaining records and ensures they are accessible. This requires the clerk to:

- Maintain records of Local School Committee membership and terms of office, and advise governors and the Trust Governance Lead in advance of the expiry of terms of office and the potential impact on the Local School Committee capacity, diversity and skills mix.
- Maintain up to date records of all governors including link governor roles.
- Maintain records of any governor correspondence.
- Maintain a record of all annual governor compliance tasks and ensure correct publication of information about governors, such as any pecuniary interests
- Ensure Disclosure and Barring Service (DBS) checks are undertaken for all governors by the school and keep a record of governor DBS numbers.
- Maintain a record of training undertaken by governors.
- Maintain governor meeting attendance records and advise the Trust Governance Lead and Local School Committee chair of potential disqualification through lack of attendance.
- Maintain a record of approved, signed minutes of Local School Committee meetings.
- Ensure copies of approved statutory policies and other school documents are published on the school website.
- Chair the section of the Local School Committee meeting where the Chair and Vice-Chair are recommended for election.
- Maintain a record of governor pecuniary interests and report these to the Trust Governance Lead.

4. RELATIONSHIPS AND PERSONAL DEVELOPMENT

Good relationships between the clerk and the governors are essential for open communication. The clerk should:

- Develop and maintain professional working relationships with the chairs, Local School Committee's and school leaders.

- Contribute to the coordination of learning and development opportunities for those involved in governance
- Undertake regular training to maintain knowledge and improve practice
- Keep up to date with educational developments affecting school governance.
- Participate in regular performance management.
- Attend half-termly governance team meetings with the SCSP governance team.

5. ADDITIONAL SERVICES

The clerk may be asked on occasion to undertake the following duties:

- Clerk a governor network meeting.
- Take notes during the first meeting of a parental complaints process, between the headteacher/Chair of Governors and the complainant.
- Clerk a parental complaint review panel hearing.
- Take notes at a School Ofsted inspection feedback meeting.
- Clerk a HR panel that the Trust is required to convene.
- Any other duties and responsibilities appropriate to the grade and role.