



## **Aylestone, Broadlands and Withington Federated Partnership** **Clerk to Governing Body**

### **Job Description**

**Role:** To provide advice to the federation governing body on governance, constitutional and procedural matters in regards to exercising the governing body functions:

- Provide effective administrative support to the governing body and its committees
- Ensure the governing body is properly constituted
- Manage information effectively in accordance with legal requirements

**Responsible to:** The Aylestone, Broadlands and Withington Federation Governing Body.

### **Specific Responsibilities**

The clerk to the governing body will:

#### **1. Provide advice to the federated governing body**

- 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 third parties on behalf of the governing body
- Inform the governing body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Offer advice on best practice in governance, including on committee structures and self-evaluation
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of governing body meetings and tasks
- Send new governors induction material and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

## **2. Effective administration of meetings**

- With the chair and executive headteacher prepare a focused agenda for the governing body meeting and committee meeting
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations but providing at least seven clear days' notice
- Ensure meetings are quorate
- Record the attendance of governors at meetings and take appropriate action in relation to absences
- Draft minutes of governing body meetings, indicating who is responsible for any agreed action with timescales and send drafts to the chair and headteacher
- Circulate the reviewed draft to all governors and other stakeholders where required
- 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 governors 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 elected giving procedural advice concerning conduct of this and other elections
- Maintain a register of governor pecuniary interests and ensure the record of governors business interests is reviewed regularly and lodged within the school
- Ensure Disclosure and Barring has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the governing body
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing body on succession planning including the capture and recording of annual skills audit

## **4. Manage information**

- Maintain up to date records of all governors
- Maintain copies of current terms of reference and membership of any committees and working parties and nominated governors
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request
- 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
- Assist the governing body in the preparation of reports or other written communication with parents and stakeholders as required

- Ensure data collected and retained is in accordance with all legislation and meets requirements of the data protection act.

## **5. Personal Development**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management

## **6. Additional services**

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

- Clerk any statutory appeal committees/panels the governing body is required to convene
- Assist with the election of parent and staff governors
- Participate in and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing body as necessary
- May be required to undertake safeguarding training at appropriate level to the role.
- Perform such other tasks as may be determined by the governing body from time to time.

The Clerk to the governing boards should carry out their duties in line with the seven principles of public life (Nolan principles). Mindful of their responsibilities under equality legislation, recognising and encouraging diversity and inclusion and should understand the impact of effective governance on the quality of education and on outcomes for all children and young people.

*The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to provide an enhanced DBS Disclosure*