

Clerk to the Governing Body

Role purpose

To provide advice and guidance to the governing body of St Paul's Church of England Primary School Kingston Hill on governance, constitutional and procedural matters.

The clerk will contribute towards the efficient and effective functioning of the governing body and its committees by providing:

- administrative and organisational support
- guidance to ensure that the governing body works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance
- advice on procedural matters relating to the operation of the governing body

Key duties

Organising meetings, hearings and appeals

The clerk will prepare for and administrate meetings, allowing the governing body to make effective use of their time and focus on strategic matters, by:

- working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time
- convening meetings and distributing papers as required by legislation
- ensuring meetings are quorate, inclusive and well structured
- overseeing election of Chair and Vice Chair
- recording attendance/apologies and taking appropriate action in relation to absences
- taking minutes indicating who is responsible for any agreed actions with timescales
- circulating draft and approved minutes to all governors/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the governing body
- following up on action points with those responsible and informing the chair of progress

Providing advice and guidance

- advising on legal duties and governing practice
- advising on constitutional requirements
- advising on governance procedures
- advising on statutory guidance and policies
- advising on annual tasks and decisions
- advising on governor CPD
- accessing external advice as appropriate
- supporting issue resolution

Administration and record keeping

The clerk will support the governing body in maintaining records of policies and procedural documents and will ensure these are accessible, including:

- maintaining membership records including contact details of governors, terms of office and informing relevant authorities of changes to membership details
- advising governors and appointing bodies in advance of the expiry of a term of office and the impact of this on the governing body's capacity, diversity and skills mix
- establishing, in discussion with the governing body, open and transparent vacancy filling processes and efficient procedures for election and appointment
- giving procedural advice and assisting with the management of governor elections
- advising the governing body on succession planning for all roles
- maintaining governing documents such as terms of reference and signed minutes
- collating, maintaining and ensuring correct publication of information about governors such as any pecuniary interests
- maintaining a record of governor CPD
- maintaining records of governor correspondence
- maintaining governance communication portal (Google Drive)
- drafting correspondence on behalf of the governors

Maintaining relationships and communication

Good relationships between the clerk and the governors is essential for open communication. Clerks also have a role to play in supporting and advising the governing body on their self-review and development.

The clerk will fulfil these responsibilities, whilst maintaining independence, by:

- maintaining professional working relationships with the chair, governors and school leaders
- communicating on governance matters outside of meetings.
- where appropriate, liaising on behalf of the governors (such as for external reviews of governance)
- contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development
- participating in regular performance management with the chair
- Ensuring compliance
- ensuring meetings are quorate
- overseeing the review of required policies
- publication of governance information on school websites
- advising on data protection requirements
- overseeing governor recruitment processes
- co-ordinating safeguarding checks on governors
- monitoring eligibility of governors to serve, including on committees
- notifying disqualifications, expiry of office etc
- statutory registers and filing returns
- keeping up to date with current educational developments and legislation affecting school governance

Person specification

Knowledge

- the schools system: structures, accountability and funding
- governance legislation, procedures and regulations relevant to St Paul's Church of England Primary School Kingston Hill
- the core functions of a school governing body as they apply to St Paul's Church of England Primary School Kingston Hill
- elements of effective governance and governor practice as they apply to St Paul's Church of England Primary School Kingston Hill

Skills

- literacy, numeracy and IT

- written and verbal communication
- minute taking
- planning and organisational
- people and relationship building
- advisory skills (recommending a course of action)
- risk aware/able to articulate risk in the context
- problem solving
- time management to meet deadlines and competing demands

Attributes

- personal integrity and commitment to the principles of public life
- respect for confidentiality
- confidence and resilience (to challenge when necessary)
- commitment to professional development to maintain knowledge and improve practice