

JOB DESCRIPTION

Title:	Clerk to Governors
Salary:	EMS Band 5 (£25 726 - £27 931 FTE: £7 718 - £8 379)
Hours:	0.3 FTE (11.1 hours per week)
Responsible to:	Chair of Governors

Job Purpose

To provide advice to the governing body on governance, constitutional and procedural matters and to provide effective administrative support for the governing body and its committees, working within the broad current legislative framework.

Main Responsibilities

- Provision of advice to the governing body
- Effective administration of governance activities, including meetings
- Effective management of information, in accordance with legal requirements

1. Advice to the Governing Body

- 1.1 To advise the Board and its committees on the proper exercise of their powers and to take action when the Governing Body, Chair or one of its committees appears to be at risk of acting outside of its / their powers.
- 1.2 To advise on the procedure for recruitment of new Governors and their induction.
- 1.3 To engage external advice and support for the board as needed.
- 1.4 To maintain up-to-date professional knowledge of governance and disseminate as needed.
- 1.5 To arrange appropriate training for governors and to disseminate updates.

- 1.6 To oversee the process of annual governance review, including skills analysis and advise on areas in need of development.

2. Administration of Governance

- 2.1 To plan, in consultation with the Chair and Headteacher, the annual schedule of meetings, scrutiny visits and policy reviews.
- 2.2 To work closely with school staff and governors to facilitate communication and the timely implementation of the annual schedule of scrutiny and reviews.
- 2.3 To convene meetings and ensure the timely distribution of relevant papers.
- 2.4 To attend meetings, take accurate, concise minutes and distribute them efficiently.
- 2.5 To make arrangements for elections to the board, including staff and parent appointments.
- 2.6 To manage the process of Member and Sponsor Governor nominations.
- 2.7 To ensure that all safeguarding checks have been completed for Governors before they become members of the Board.
- 2.8 To make arrangements for student representation on the Board.

3. Information Management

- 3.1 To maintain all appropriate documentation and manage, update and maintain the governors' shared information (in Microsoft Teams and/or on the Governance Portal).
- 3.2 To update the governance and policy sections of the school website and Teams
- 3.3 To maintain records of Governors' training and development needs and arrange appropriate training.
- 3.4 To maintain an attendance register for Board members.
- 3.5 To maintain a register of Board members' financial and business interests and ensure each Governor completes and files an annual declaration of interest.
- 3.6 To maintain an up-to-date list of Board members' contact details, ensuring they remain confidential to the Board.
- 3.7 To maintain the Statutory Books and update Members' and Directors' details held at Companies House.

- 3.8 To complete and submit the Annual Return to Companies House
- 3.9 To act as the key contact for public access to Governing Body papers, where appropriate
- 3.10 To administer any complaints against the Board.

4. Additional Duties

- 4.1 To undertake appropriate regular training and development to maintain knowledge and improve practice
- 4.2 To be responsible for safeguarding and promoting the welfare of students.
- 4.3 To maintain the confidentiality of staff, student and governor information.
- 4.4 To promote a working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 4.5 To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work.
- 4.6 To promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims.