



ALL SAINTS' PRIMARY SCHOOL

CLERK TO THE GOVERNING BODY

Job Description

The Clerk to the Governing Body will be accountable to the Governing Body, working effectively with the chair of governors, and with the headteacher and other governors. The clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.

The clerk to the Governing Body will:

- work effectively with the chair and headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DfES, LEA and Diocesan issues and are focused on school improvement.
- encourage the headteacher and others to produce agenda papers on time.
- produce, collate, and distribute the agenda and papers so that recipients receive them at least seven days before the meeting.
- record the attendance of governors at meetings and take appropriate action.
- advise the Governing Body on governance, legislation and procedural matters where necessary before, during and after the meeting.
- take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible or any agreed action.
- record all decisions accurately and objectively with timescales for actions.
- copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body.
- advise absent governors of the date of the next meeting.
- keep a minute book, or file of signed minutes, as an archive record.
- liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body.
- following the approval of the minutes at the next meeting forward a copy to the LEA and Diocese.
- chair that part of the meeting at which the chair is elected.
- maintain a database of names, addresses and category of Governing Body members and their term of office.
- initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- maintain copies of current terms of reference and membership of committee and working parties and nominated governors.
- advise governors and appointing bodies of expiry of term of office before the term expires so elections or appointments can be organised in a timely manner.
- inform the Governing Body of any changes to its membership.
- maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors.
- ensure a register of Governing Body pecuniary interest is maintained and reviewed annually.
- check with the LEA and Diocese that any required forms or DBS disclosure have been successfully carried out on all new appointees and re-appointees.
- advise the Governing Body on procedural issues.

- have access to appropriate legal advice, support and guidance.
- attend the termly briefings and participate in professional development opportunities.
- keep up to date with current educational developments and legislation affecting school governance.
- ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the Governing Body.
- maintain records of Governing Body correspondence.
- clerk some of the statutory and non-statutory Governing Body committees.

Post Holder Signature _____ Date _____

Headteacher Signature _____ Date _____