**Job Description - Clerk to Governors**

**Main Job Purpose**

1) Be accountable to the Local Governing Body, working effectively with the Chair of Governors, with other Governors and with the Headteacher.

2) Be responsible for advising the Local Governing Body on constitutional matters, duties and powers; the post holder will work within the broad current legislative framework.

3) Secure the continuity of Local Governing Body business and observe confidentiality requirements.

**Main responsibilities and duties**

1) Work with the Chair and Headteacher before Local Governing Body meetings to prepare purposeful agendas which take account of statutory, academy and school issues.

2) Produce, collate and distribute the agendas and papers.

3) Record the absence of governors at the meetings and take appropriate action regarding absences.

4) Advise the Local Governing Body on governance legislation and procedural matters, where necessary, before, during and after the meeting.

5) Take notes at Governing Body meetings in order to prepare minutes, including indication of who is responsible for any agreed action.

6) Record all decisions accurately and objectively with timescales for actions.

7) Copy and circulate approved drafts to governors with the timescale agreed with the Governing Body.

8) Advise absent governors of the date of the next meeting.

9) Keep a file of signed minutes as an archive record.

10) Chair the part of the meeting at which the chair is elected.

11) Maintain a database of names, addresses, categories and terms of office of Local Governing Body members.

12) Send a welcome pack/letter to newly appointed Local Governors including details of terms of office.

13) Maintain copies of current terms of reference and member of committees and working parties, including Local Link governors.

14) Advise Local governors and appointing bodies of expiry of terms of office before the term expires so that elections or appointments can be organised in a timely manner.

15) Ensure that a register of Local Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school.

16) Check that the appropriate Disclosure and Barring Service checks have been successfully carried out on all new appointees and re-appointees.

17) Advise the Local Governing Body on procedural issues.

18) Maintain access to appropriate legal advice, support and guidance.

19) Ensure that statutory policies are in place, that a file is kept in the school of policies and other school documents approved by the Local Governing Body or provided by the Multi Academy Trust.

20) Act as clerk for some or all statutory and non-statutory Local Governing Body committees.

21) Assist with the election of Local parent, teacher and staff governors.

22) Give advice and support to Local Governors taking on new roles, such as chair or committee chair.

23) Maintain a file of relevant documentation (DfE, Devon County Council, CAST).

24) Prepare briefing papers for the Local Governing Body as necessary.

25) Help to produce a Local Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Local Governing Body and its committees.

26) Undertake such other duties as may be required from time to time, commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

27) Comply with all decisions, policies and standing orders of the school and Devon County Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the health and Safety at Work Act and the Data Protection Act.

28) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

29) Have a willingness to attend training and development opportunities.

**Knowledge and Skills**

1) A good level of IT skills and ability to use various computer packages such as Microsoft Office.

2) A high level of accuracy.

3) Work under own initiative and have good organisational and interpersonal skills.

4) Ability to understand and anticipate the Local Governing Body's requirements in order to support its role effectively.

5) Ability to demonstrate a high level of trust and integrity and maintain confidentiality.

6) Ability to prioritise workload.