

The Heights Primary

Job Specification – Governance Professional / Clerk to the Governors



Reports to: Anne Bajorek, Chair of Governors

Hours: approximately 50 hours throughout the year

Main Purpose:

Contribute towards the efficient functioning a governing board and its committees by providing administrative and organisational support.

Main responsibilities and tasks

The responsibilities within this job specification may be changed from time to time.

The clerk to the governing board will:

1. Administration of the governing board
 - Coordinate the annual calendar of governing board meetings and tasks
 - Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct
 - Contribute to the induction of governors taking on new roles, in particular chair of the board or chair of a committee
 - Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations
2. Effective administration of meetings
 - With the Chair and Headteacher, prepare a focused agenda for the governing board 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 the articles of association;
 - Ensure meetings are quorate
 - Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting
 - Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the Headteacher
 - Circulate the reviewed draft to all governors / members of the committee and the Chair of the Trust within the timescale agreed with the governing board
 - 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 governor's term of office and the impact of this on the board's capacity and skills mix
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections
- Collate and maintain information about governors such as any pecuniary interests and where required publish this information on the school's website
- Ensure Disclosure and Barring (DBS) 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 board; and
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing board on succession planning (of all roles, not just the chair)
- Maintain a record of Governor Pecuniary Interests and publish it on the website

4. Manage Information

- Maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board and any relevant authorities of any changes to its membership
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Ensure there is a record of governing board correspondence
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website

5. People and relationships

- Develop and maintain effective professional working relationships with the chair, the board and executive leaders
- Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

6. Additional services

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

- Clerk any statutory appeal committees/panels the governing board is required to convene
- Assist with the elections of parent and staff governors
- Maintain archive materials
- Prepare briefing papers for the governing board, as necessary
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the governing board from time to time