

Chaddesley Corbett Endowed Primary School
JOB DESCRIPTION

POST TITLE:	Clerk to the Governors
DIRECTORATE:	Children's Services
SCALE:	Scale 3 or 4 depending on experience
CONDITIONS OF SERVICE:	Part time 109 hours per annum
REPORTING TO:	Headteacher & Chair of Governors
RESPONSIBLE FOR:	

MAIN PURPOSES OF ROLE:

Provide advice to the governing body on governance, constitutional and procedural matters.

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.

Responsibilities, Duties and Tasks:

- To receive the details of the names and usual places of residence of those appointed to the Governing Body.
- Before any meeting at which the Chairman or Vice Chairman is to be elected to invite members of the Governing Body to inform the Clerk whether they are willing to stand for election as Chairman or Vice-Chairman.
- To inform members of the Governing Body of those self-nominations prior to the meeting at which the election will take place.
- To act as Chairman of the Governing Body during that part of any meeting at which a Chairman is to be elected (but without having a casting vote).

- To convene meetings in accordance with the directions of the Governing Body or the Chairman/Vice-Chairman.
- Upon receipt of the correct written notice of at least three members of the Governing Body to hold an extra-ordinary meeting (emergency meeting), the Clerk needs to convene the meeting they have requested and to give signed notice of such a meeting and a copy of the agenda to each member of the Governing Body, the Headteacher and the LA (normally with seven clear days' notice).
- To convene a further meeting where a meeting is or becomes inquorate (see the Governors' Handbook) and therefore does not take place or terminates before all the business of the agenda is dealt with, or where the Governing Body resolves to terminate such a meeting prematurely. Such a meeting should take place as soon as reasonably practicable in accordance with the dates and times set by the Governing Body. All members not present at the first meeting should be notified of the situation.
- Maintain a book of Minutes of Governing Body Meetings (see LA Governor Services Notes of Guidance to Clerks). The names of all Governors present and any other persons who were present should be recorded prior to the Minutes of a meeting.
- Recording names and Minutes in a similar manner if requested to attend a committee of the Governing Body. (Additional hours will be paid in the event that committee meeting attendance is required).
- To receive (a) written notification of the resignation of a Governor from office, (b) written notification of the resignation of a Chairman or Vice Chairman of the Governing Body.
- Give notice, as soon as reasonably practicable to the person or body (consult Governor Services) entitled to appoint a replacement, where a vacancy of **an appointed member** of the Governing Body arises.
- Give written notice to those entitled to appoint a person to that office two months prior to the expiry of the term of office (unless already notified of the person appointed by the appointing person/body of a replacement appointment).
- To work with the Chairman of Governors and the Headteacher to prepare the contents of the Agenda and the supporting papers for each meeting of the Governing Body. This work shall be undertaken at least three weeks before the meeting.

- To check with the Chairman on any actions that have been taken by him/her between meetings and that they are reported to the Governing Body.
- To prepare and send out the papers to the Governing Body providing at least seven clear days' notice.
- To attend Governors' meetings and to take accurate notes from which to prepare the minutes.
- To ensure that the Governing Body fixes the dates of future meetings and that the LA is informed.
- To write, produce and send copies of the draft minutes to the Chairman and the Headteacher for approval.
- To distribute the draft minutes to Governors and the school after they have been checked by the Chairman.
- To ensure the draft minutes become approved at the next appropriate meeting of Governors and are **appropriately signed**.
- To record the attendance of Governors at meetings and provide information to the Chairman if any Governor may become disqualified through non-attendance.
- To check on the dates of expiry of terms of office and provide information to the Governing Body as necessary.
- To inform the Chairman and the LA of any resignations or appointments and ensure that action is taken to fill a vacancy.
- To deal with correspondence on the appointments of co-opted and Local Authority Governors.
- To maintain relevant files and records of correspondence and documents.
- To attend and support meetings of committees of the Governing Body if and when requested to do so. (Additional hours will be paid in the event that committee meeting attendance is required).
- To set up Governors' hearings, interviews and appeal committees and to act as Clerk if required. (Additional hours will be paid in addition to the annual hours if this is required).

- To advise the Governing Body on standing orders and administrative and procedural matters where necessary during the meeting.
- To advise the Governing Body on where to obtain relevant advice and information.
- To take significant responsibility in the in the preparation of agendas and the management of paperwork following meetings.
- Conduct skills audits and advise FGB on training requirements.
- To keep Governors advised as to what training courses are available. Book places on governor training courses when requested to do so by the Chair.
- Maintain records for each Governor to record training undertaken. File paper records where applicable.
- Make the necessary arrangements to hold elections for Staff and Parent governors when applicable.
- Maintain archive materials.

To undertake any other duties, training or tasks which may be reasonably required and which are consistent with the general level of responsibility of this job.

SUPERVISION RECEIVED

Chair of Governors and Headteacher

PRINCIPAL CONTACTS

Governors, Headteacher, Administrative Staff.

Signed.....(post holder) Date.....

Signed.....(Headteacher) Date.....

Date Reviewed Next Review Date.....