



# Verulam School

"The Goal is Excellence"

## Clerk to Governing Body Verulam School

### Job Description

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| 1 | Introduction | 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.  |
| 2 | Meetings     | <p>The clerk to the governing body will:</p> <ul style="list-style-type: none"><li>(a) work effectively with the chair and headteacher before the governing body meeting to prepare a purposeful agenda which takes account of DfE and local authority issues and is focused on school improvement</li><li>(b) encourage the headteacher and others to produce agenda papers on time</li><li>(c) produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting</li><li>(d) record the attendance of governors at the meeting and take appropriate action re absences</li><li>(e) advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting</li><li>(f) take notes of the governing body meetings to prepare minutes, including indicating who is responsible for any agreed action</li><li>(g) record all decisions accurately and objectively with timescales for actions</li><li>(h) send drafts to the chair, headteacher and business manager for amendment /approval by the chair</li><li>(i) copy and circulate the approved draft to all governors within the timescale agreed with the governing body</li><li>(j) advise absent governors of the date of the next meeting</li><li>(k) keep a minute book, or file of signed minutes, as an archive record</li><li>(l) liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body</li><li>(m) following the approval of the minutes at the next meeting forward a copy to the Trust</li><li>(n) Chair that part of the meeting at which the chair is elected.</li></ul> |
| 3 | Membership   | <p><b>The clerk will:</b></p> <ul style="list-style-type: none"><li>(a) maintain a database of names, addresses and category of governing body members and their term of office</li><li>(b) initiate a welcome pack/letter being sent to newly appointed governors</li></ul>   |

		<p>including details of terms of office</p> <ul style="list-style-type: none"> <li>(c) maintain copies of current terms of reference and membership of committee and working parties and nominated governors</li> <li>(d) advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner</li> <li>(e) inform the governing body of any changes to its membership</li> <li>(f) maintain governor meeting attendance records and advise the governing body of non-attendance of governors</li> <li>(g) advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school</li> <li>(h) check with the Head's PA that the appropriate DBS checks have been made.</li> </ul>
4	Advice and information	<p>The clerk will:</p> <ul style="list-style-type: none"> <li>(a) advise the governing body on procedural issues</li> <li>(b) have access to appropriate legal advice, support and guidance</li> <li>(c) ensure that new governors have access to appropriate training and support</li> <li>(d) advise on the requisite contents of the school prospectus and annual report to parents</li> <li>(e) 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</li> <li>(f) maintain records of governing body correspondence.</li> </ul>
5	Professional Development	<p>The clerk will:</p> <ul style="list-style-type: none"> <li>(a) successfully complete the appropriate training programme for clerks</li> <li>(b) attend termly briefings and participate in professional development opportunities</li> <li>(c) keep up-to-date with current educational developments and legislation affecting school governance.</li> </ul>
6	Optional Extras	<p>The clerk may be asked to perform as part of their duties any of the following.</p> <ul style="list-style-type: none"> <li>(a) clerk some or all statutory and non-statutory governing body committees</li> <li>(b) assist with the elections of parent, teacher and staff governors</li> <li>(c) give advice and support to governors taking on new roles such as chair or chair of a committee</li> <li>(d) participate in, and contribute to the training of governors in areas appropriate to the clerking role</li> <li>(e) maintain a file of relevant DfE documents</li> <li>(f) maintain archive materials</li> <li>(g) assist with the preparation of the Annual Report to Parents, assembling the statutory information and copying and distributing the report</li> <li>(h) prepare briefing papers for the governing body, as necessary</li> <li>(i) help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the governing body and its committees.</li> </ul>

## Person Specification

Newly appointed clerks are not expected to be able to provide the same level of advice as those who have been serving for many years.

However, the following lists the competencies expected of an experienced/fully-trained clerk

<b>No.</b>	<b>Competencies</b>	<b>Skills &amp; Abilities</b>
1.	Skills, knowledge & aptitudes	<ul style="list-style-type: none"><li>• good listening, oral and literacy skills</li><li>• able to write agendas and record accurate &amp; concise minutes</li><li>• have good ICT skills</li><li>• able to organise own time and work to deadlines</li><li>• able to organise meetings</li><li>• able to keep records, retrieve and disseminate information</li><li>• able to learn and understand relevant legislation, guidance and procedures</li><li>• commitment to equal opportunities</li></ul>
2.	Qualifications and training	<ul style="list-style-type: none"><li>• willing to attend appropriate training and development</li></ul>
3	Experience	<ul style="list-style-type: none"><li>• working in an environment where experiences include taking initiative and self-motivation</li><li>• working as a member of a team</li></ul>
4.	Personal attributes	<ul style="list-style-type: none"><li>• be a person of integrity</li><li>• be able to maintain confidentiality</li><li>• able to remain impartial</li><li>• have a flexible approach to working hours</li><li>• willing to learn</li><li>• able to adapt to change</li><li>• have good interpersonal skills</li></ul>
5.	Special requirements	<ul style="list-style-type: none"><li>• able to work at times convenient to the governing body, including evening meetings</li><li>• be able to travel to meetings</li><li>• be available to be contacted at mutually agreed times.</li></ul>