

Clerk to the Governing Board / Governance Adviser

Job Description

Main purpose of role is to:

- Provide advice to the governing board on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing board functions.
- Provide effective administrative support to the governing board and its committees.
- Ensure the governing board is properly constituted.
- Manage information effectively in accordance with legal requirements.

Main responsibilities and tasks

The clerk to the governing board will:

1. Provide advice to the governing board

- Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings;
- Inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation;
- Offer advice on best practice in governance, including on committee structures and self-evaluation;
- Provide a record and review process for statutory policies
- Advises on the annual calendar of governing board meetings and tasks;
- Advise on induction for new governors and those taking on new to roles.

2. Effective administration of meetings

- With the chair and headteacher prepare a focused agenda for the governing board meeting and committee meetings being clerked;
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
- 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 governing board 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), the headteacher (if not a governor) and other relevant board, such as the local authority/diocese/foundation/trust as agreed by the governing board and within the timescale agreed with the governing board; and
- Follow-up any agreed action points with those responsible and inform the chair of progress.

3. Membership

- Advise the governing board in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
- Ensure that the register of business interests is reviewed annually
- Maintain governor meeting attendance records and advise the governing board of potential disqualification through lack of attendance.
- Advise the governing board on succession planning (of all roles, not just the chair.)

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 eg Child Protection, SEND
- Maintain a record of signed minutes of meetings and ensure copies are sent to relevant bodies on request and are published as agreed.

5. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;
- Keep up-to-date with current educational developments and legislation affecting school governance;
- Participate in regular performance management.