

Wiltshire Council

School Support Staff: Job Profile

Reference:	SCH063	Grade E
Job Title:	Clerk to Governors	
Main Job Purpose:	<p>To provide advice and guidance to the governing board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient and effective functioning of a governing board and its committees by providing:</p> <ul style="list-style-type: none"> • administrative and organisational support • guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance • advice on procedural matters relating to the operation of the board 	

Main Duties	
1.	<p><u>Advice and guidance</u></p> <p>The clerk provides independent and expert advice to the governing board on its duties and functions, contributing to the efficient conduct of the board by:</p> <ul style="list-style-type: none"> • advising the board on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance • advising the governing board on relevant legislation and procedural matters where necessary before, during and after meetings • knowing where to access appropriate legal advice, support and guidance, and where necessary seeking advice and guidance from third parties on behalf of the governing board • informing the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation • advising the board on the regulatory framework for governance (relevant acts and regulations, instruments of government) • offering advice on governance best practice, including on committee structures and self-evaluation • ensuring that statutory policies are in place, and highlight when staff need to review them • advising on the annual calendar of governing board meetings and tasks • facilitating new governor induction and ensuring they have access to appropriate documents, including any agreed code of conduct • contributing to the induction of governors taking on new roles, in particular, chair of the board or chair of a committee • anticipating issues which may arise, and drawing these matters to the chair's attention, proposing recommendations • keeping up-to-date with current educational developments and legislation affecting school governance

<p>2.</p>	<p><u>Organisation and administration of meetings</u></p> <p>The clerk prepares for and administrates meetings, allowing the board to make effective use of their time and focus on strategic matters. The clerk supports the smooth and effective running of meetings by:</p> <ul style="list-style-type: none"> • working with the chair and headteacher to prepare a purposeful and focused agenda for governing board meetings and committee meetings • liaising with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation • ensuring meetings are quorate, inclusive and well structured • recording the attendance of governors at meetings (including any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences • drafting minutes of meetings, indicating who is responsible for any agreed actions with timescales, and circulate as agreed with the governing board • circulating the reviewed minutes to all governors/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the governing board • following-up on any agreed action points with those responsible and informing the chair of progress • occasionally organising, attending and minuting extraordinary meetings and governor panel meetings, including collating evidence for parental complaints panels.
<p>3.</p>	<p><u>Governing board membership</u></p> <p>Effective boards need members with the right skills, experience, qualities and capacity. In order to support the board's proper constitution, it is the responsibility of the clerk to:</p> <ul style="list-style-type: none"> • 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, diversity and skills mix • establish, in discussion with the board, open and transparent vacancy filling processes and efficient procedures for election and appointment • stay abreast of national governor matching services (e.g. Inspiring Governance and Governors for Schools) and deploy as required, in discussion with the chair. • give procedural advice concerning conduct of governor elections and assist with election procedures to organise elections and appointments in a timely manner • collate, maintain and ensure correct publication of information about governors such as any pecuniary interests • ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the board where it is appropriate to do so • maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance • advise the governing board on succession planning for all governing board roles • maintain a governing board skills matrix and conduct an audit of skills at least annually • maintain a record of training undertaken by members of the governing board
<p>4.</p>	<p><u>Managing information</u></p> <p>The clerk supports the board in maintaining records of policies and procedural documents and ensures these are accessible. This requires the clerk to:</p> <ul style="list-style-type: none"> • 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

	<p>authorities of any changes to its membership</p> <ul style="list-style-type: none"> • maintain copies of current terms of reference and membership of any committees, working parties and any governors with specific oversight of an area 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 • maintain a register of Governing Body pecuniary interests and review annually • maintain records of governing board correspondence • maintain a register of all school policies including their review schedule and ensure statutory policies are in place and that records are maintained of policies and other school documents approved by the Governing Body • 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
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Supervision and Management
<p>The jobholder does not have regular responsibility for supervising staff.</p> <p>Clerks have a role to play in supporting and advising the governing board on their self-review and development. The clerk should fulfil these responsibilities, whilst maintaining independence, by contributing to the coordination of learning and development opportunities for those involved in governance, including induction and continuing professional development</p>

Creativity and Innovation (i.e. Problem Solving)
<p>The work is regulated by laid down procedures but within these the jobholder resolves problems entailed in, for example, developing the systems needed to carry out the role efficiently and capably.</p>

Key Contacts And Relationships	Reason for Contact
Governors	Good relationships between the clerk and members of the board are essential for open communication
Chair of Governors Headteacher	The Clerk will develop and maintain professional working relationships with the chair, the board and school leaders
LA Officers eg. Governor Support, Human Resources	Seek advice/information eg setting up a meeting re a Personnel issue
Parents	Panels
School staff	Reports, visits and queries

Decision Making

Work is carried out within clearly defined rules and procedures, but within these the jobholder takes decisions such as deciding when to draw the Chair of Governors' urgent attention to a matter; and makes recommendations e.g. that a Governors term of office is terminated because they have missed meetings.

Resources

The jobholder is required to use resources with care but is not personally accountable for the safekeeping of physical or financial resources.

Working Environment

The work may be home based and/or the school office may be used. Meetings will usually be held in school. There are usually a total of 18 meetings per year (1 per term for the full board and 2 x committees) plus occasional panels or other meetings.

Knowledge and Skills

The jobholder needs a good standard of practical knowledge and skills in administration, and the ability to absorb regulations and procedural information and communicate this. A high level of confidentiality is essential for the role.

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of clerk should include:

- undertaking appropriate and regular training to maintain knowledge and improve practice
- keeping up to date with current educational developments and legislation affecting school governance
- participating in regular performance management, led by the chair

