



St Vincent de Paul Catholic Primary School Job Description for Clerk to the Governing Body

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 and procedural matters, duties and powers. S/he will ensure information relating to the governing body is updated on the school website. S/he will help maintain the continuity of governing body business and observe confidentiality.
2	Meetings	<p>The clerk to the governing body will:</p> <ul style="list-style-type: none">(a) prepare a draft agenda for each Full Governing Body meeting using the standard format, which is aligned with the Schedule of Business and takes account of any DfE, LA and Diocesan requirements. S/he will meet with the chair and headteacher at least 10 days before each governing body meeting to discuss and agree the final agenda;(b) encourage the headteacher, chairs of committees and others to produce minutes, policies and other supporting papers on time;(c) produce, collate and publish the agenda and papers on GovernorHub so that recipients receive them at least seven clear days before the meeting;(d) record the attendance of governors at the meeting using a sign in sheet, publish attendance on the school website and take appropriate action re absences;(e) facilitate the publishing of attendance at committee meetings on the school website with committee chairs;(f) Produce a document detailing governing body committees and their membership along with governor links. Ensure this document is provided to the Governing Body whenever updated and placed in FGB Documents on GovernorHub;(g) advise the governing body on governance legislation, its code of conduct & standing orders and other procedural matters where necessary before, during and after the meeting;(h) take notes of the governing body meetings to prepare minutes, including indicating who is responsible for any agreed action;(i) record all decisions accurately and objectively with timescales for actions;(j) save a draft on the school OneDrive within 10 days and send links to the chair and headteacher for amendment/ approval by the chair;(k) copy and circulate the approved draft to all governors within 2 days, with a reminder of the next meeting date;(l) keep a file of signed minutes within the school office or scanned to a school online directory, as an archive record;(m) liaise with the chair and other governors before the next meeting to receive an update on progress of actions agreed previously by the governing body;(n) following approval of the minutes at the next meeting forward a copy to the LA, (e-mail only please: hdc.governors@hertsc.gov.uk) and where agreed, to the appropriate diocese or foundation body;(o) chair that part of the meeting at which the Chair is elected.

3	Membership	<p>The clerk will:</p> <ul style="list-style-type: none"> (a) In conjunction with the school business manager, ensure new governors complete and submit pre-appointment check forms. Re-elected/ re-appointed governors should also complete a new form when starting a further term of office with either the diocese or the LA as appropriate (LA form can be downloaded at www.hertsdirect.org/governors - FAQ's); (b) In conjunction with the school business manager, obtain DBS clearance and references for new governors and where required, for re-elected or re-appointed governors, liaising with the diocese as necessary regarding foundation governors; (c) Keep on file copies of prime documents pertaining to the appointment of governors or associate governors e.g. deeds of appointment, FGB minutes, election documentation. (d) keep updated the LA Governance database of names, addresses and category of governing body members and their terms of office; (e) in conjunction with the school business manager, ensure new Governors are issued with a school email address and set up on GovernorHub within 5 working days of appointment; (f) initiate an induction pack being sent to newly appointed governors including an instrument of government and term of office; (g) maintain a document detailing governor category, nominating body, current terms of office, membership of committees and working parties, governor links e.g. safeguarding and declared business interests; (h) Ensure this document is provided to the Governing Body whenever updated, placed in FGB Documents on GovernorHub and, to meet a statutory requirement, published on the school website; (i) 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; (j) inform the governing body (via an agenda item 'To consider membership'), LA (by updating the Governance database) and the diocese of any changes to its membership; (k) in conjunction with the school business manager, ensure that, within 5 working days, any governor who resigns or reaches the end of his/her term of office is removed from GovernorHub, the school website and the school email; (l) maintain governor meeting attendance records and advise the governing body of non-attendance of governors, particularly if any at risk of disqualification; (m) maintain a register of governing body pecuniary interests, ensure it is reviewed annually and lodged within the school.
4	Advice and information	<p>The clerk will:</p> <ul style="list-style-type: none"> (a) advise the governing body on procedural issues as laid down by statute, diocesan protocols and the school code of conduct and standing orders; (b) access appropriate legal advice, support and guidance (usually this will be either from or via the Diocese or the HfL Governance); (c) ensure that new governors are aware of the DfE Governance Handbook and other guides contained in the Governance Guides folder of GovernorHub. Ensure the documents are regularly updated with the latest versions;

		<ul style="list-style-type: none"> (d) take action on governing body's agreed policy to support new governors, giving advice on recommended training (i.e. Induction, Safeguarding); (e) advise on the requisite contents of the school prospectus and, in nursery schools, annual report to parents; (f) ensure that all statutorily-required policies are in place, and that a file is kept in the school of all policies and other school documents approved by the governing body; (g) In conjunction with the school business manager, prepare an annual schedule of business and present it to the business meeting of the governing body in September of each year; (h) maintain records of governing body correspondence.
5	Performance & Professional Development	<p>The clerk will:</p> <ul style="list-style-type: none"> (a) participate in a performance appraisal process with the chair and headteacher; (b) successfully complete the National Governors Association Development for Clerks programme or an equivalent; (c) attend termly Briefings (details can usually be found at www.hertsdirect.org/governors at the start of each term), Clerk's Seminars and participate in other professional development opportunities (details of courses can be found in the termly training emails/Herts Governor) (d) keep up to date with developments in education and children's services, and legislation affecting school governance.
6	Procedures	<p>Professional Development</p> <ul style="list-style-type: none"> (a) develop and maintain procedure notes to aid clarity, continuity and the smooth running of processes required to effectively deliver clerking activities; (b) file the clerking procedure notes on GovernorHub.
7	'Optional Extras' (by agreement and usually at additional cost)	<p>The clerk may be asked to perform as part of their duties any of the following (these additional tasks will usually be negotiated at an extra cost):</p> <ul style="list-style-type: none"> (a) Clerk some or all governing body committees; (b) assist with the elections of parent and staff governors (excluding HCC employed clerks); (c) provide extra support to governors taking on new roles such as chair or chair of a committee; (d) participate in, and contribute to the training of governors in areas appropriate to the clerking role; (e) prepare briefing papers for the governing body, as necessary;