



Job Description	
Schools	Beechwood Primary School Keep Hatch Primary School All Saints Primary School
Job Title	Clerk to Governing Body for 3 Frays Academy linked Schools in Wokingham, with the flexibility to adjust to one or two schools if required.
Salary Scale	Grade 4, Scale 7-11 (£10.60 – 11.47 per hour) depending on experience
Hours of Work:	4 hours a week at each school

Job Purpose
To provide advice to the Governing Body on governance, constitutional and procedural matters. To manage information effectively in accordance with legal requirements.

Designation of Post and Position Within Departmental Structure
The post holder will report to the Headteacher

Contacts and Relationships
Regular contact with the Head teacher, Chair and Governors of the school providing assistance, information or interpretation on readily understood rules. Regular contact with officers of the Council. Liaise with Governor Support and Development regarding election and appointment and resignation of Governors. In addition, some interaction with parents and outside bodies/agencies.

Main Tasks/Accountabilities

<p>Provide advice to each governing body</p> <ul style="list-style-type: none"> • Advise each governing body on governance legislation and procedural matters where necessary before, during and after meetings; • Act as the first point of contact for governors with queries on procedural matters; • Have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body; • Inform each governing body 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; • Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff; • Advises on the annual calendar of governing body meetings and tasks; • Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice; • Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee
<p>Effective administration of meetings</p> <ul style="list-style-type: none"> • With the chair and head teacher prepare a focused agenda for each governing body meeting and committee meeting; • 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 body meetings, indicating who is responsible for any agreed action with

timescales, and send drafts to the chair and (if agreed by the governing body), the head teacher;

- Circulate the reviewed draft to all governors (members of the committee), the head teacher (if not a governor) and other relevant body, such as the local authority / diocese / foundation / trust as agreed by the governing body and within the timescale agreed with the governing body;
- Follow-up any agreed action points with those responsible and inform the chair of progress.

Membership

- Advise governors and appointing bodies 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;
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so;
- Maintain a record of training undertaken by members of the governing body; and
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- Advise the governing body on succession planning (of all roles, not just the chair).

Manage Information

- Maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body 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 e.g. Child-protection, SEND;
- Maintain a record of signed minutes of meetings in each school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of each governing body's correspondence;
- Ensure copies of statutory policies and other school documents approved by each governing body are kept in the school and published as agreed, for example, on the website.

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.

Additional Services

The clerk may be asked to undertake the following additional duties:

- Assist with the elections of parent and staff governors in each school;
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role;
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents;
- Maintain archive materials;
- Prepare briefing papers for each governing body, as necessary;
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies;
- Perform such other tasks as may be determined by each governing body from time to time.
- Attend Clerk's briefing meetings with the Central Team on a termly basis.

Signed _____

Date _____