

SEDBERGH PRIMARY SCHOOL

Governance Professional (Clerk) to the Governing Board Job Description

Purpose

- To be accountable to and provide the Governing Board and its Committees with administrative support and guidance, working effectively with the Chair of Governors, Chairs of committees, Headteacher and other governors.
- Responsible for advising the Governing Board on governance, procedural and constitutional matters, in accordance with relevant legislation and statutory guidance, such as the 'Governance Handbook'. Key responsibilities Advising the Governing Board

Key Responsibilities

- Ensure that the Governing Board is correctly constituted
- Advise the Governing Board on appropriate committee structures that are fit for purpose and ensure that membership reflects the skills and knowledge of individual governors.
- Advise the Governing Board on procedural issues.
- Keep the Governing Board up to date with any changes in legislation which are likely to affect the governance of the school.
- Keep the Governing Board up to date with both local and national educational themes and any related guidance.
- Offer advice on best practice in School management, such as self-evaluations and committee structures.
- Advise the Governing Board on their responsibilities in relation to policies and ensure that there is a process in place for the review of policies and their publication on the school website, as per statutory guidance.
- Act as the first point of contact for governors – answering questions concerning procedural matters and issues relating to the structure of governance and scheme of delegation.
- Keep the Governing Board up to date with the annual calendar of Governing Board meetings.
- Offer advice to the Governing Board on succession planning regarding the impending expiry of governors' terms of office.

- Guide the Governing Board in managing conflicts of interest. Ensure each agenda is planned to prompt governors to declare any new or existing conflicts of interest.
- Access appropriate legal advice, support, and guidance on behalf of the Governing Board, as necessary. Administration of meetings

Administration of Meetings

- Recommend to the Governing Board methods and processes for the successful administration of meetings, and distribution and filing of information.
- Work alongside the Headteacher, Chair of Governors and chairs of each committee to prepare an agenda, which takes account of national and local issues and is focussed on School improvement.
- Ensure that all appropriate paperwork is prepared in advance of meetings and distributed to governors in line with the Standing Orders.
- Prepare, collate and distribute the agenda and associated paperwork in advance of meetings in line with the Standing Orders, ensuring that governors receive documents at least seven clear days prior to each meeting.
- Record attendance at all meetings, taking responsibility for dealing with absences, including providing absent governors with details of upcoming meetings.
- Ensure that all meetings are quorate and advise the relevant chair if the meeting is not quorate.
- Chair the Governing Board meeting during the election of the Chair, if requested.
- Take notes of meetings of the Governing Board and its committees to prepare minutes, including recording any questions, and responses, and indicating who is responsible for any agreed actions and expected timescales. Record all decisions accurately and objectively.
- Demonstrate an awareness of confidentiality when recording sensitive discussions and decisions and ensure that confidential minutes are recorded and distributed appropriately.
- Distribute draft minutes to the Headteacher and Chair for review and approval. Following approval, circulate the agreed draft minutes to all governors, the Headteacher and other relevant individuals and bodies and ensure these are agreed at the following meeting.
- Keep a file of signed minutes.
- Follow up on any agreed action points with those responsible, keeping the Chair and Headteacher informed of any progress. Provide an update on outstanding actions prior to each meeting.

- Advise the Governing Board on governance legislation and procedural matters, where necessary. This includes highlighting where meetings are not being conducted in a proper or orderly manner, or not in the spirit of effective and ethical governance. Membership management

Membership Management

- Maintain a database of names, addresses, term of office and category of members of the Governing Board
- Keep the Governing Board informed of any upcoming expiries in membership to allow appointments and elections to be planned in advance.
- Implement transparent processes for the election and appointment of governors and maintain accurate records of the outcome.
- Take responsibility for the induction of new governors:
 - o Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
 - o Ensure that new governors receive relevant information and policies or know where to locate them.
- Following the Governing Board's agreed policy, provide / arrange for support of new governors.
- Ensure that all governors, including new governors and re-appointees, are subject to relevant safer recruitment checks, including checking against List 99 and section 128.
- Inform the Governing Board of any changes to its membership.
- Maintain governors meeting attendance records and advise the Governing Board of any potential disqualifications through inadequate attendance.
- Oversee the Declared Conflicts of Interest Register for each member of the Governing Board, ensuring that it is regularly reviewed and updated for each member. Information management

Information Management

- Effectively manage information in accordance with legal requirements.
- Advise the Governing Board on their responsibilities relating to record keeping and information management, in line with GDPR / Data Protection Act 2018 and the Freedom of Information Act 2000, ensuring that systems are in place to maintain the security of information. Liaise with the School DPO, as required.
- Establish and implement a clear communication process for sharing information with the Governing Board, and on behalf of the board with external parties.

- Keep all personal information of members of the Governing Board up to date.
- Ensure all information on Get Information About Schools is kept up to date.
- Inform the Governing Board and other relevant bodies of any changes to the personal information of governors, as applicable.
- Maintain the Standing Orders, including memberships of committees, and ensure that this is reviewed at least annually.
- Maintain records of signed meeting minutes and all Governing Board correspondence.
- Maintain a file of relevant DfES documents.
- Ensure that statutory policies are in place and that a file is kept in the school of policies and other documents approved by the Governing Board
- Ensure that all of the school's policies are available upon request.
- Ensure that the Governance section of the school website contains all the information required to meet statutory requirements and work with School staff to provide required information.

People and relationships

- Develop and maintain professional and effective working relationships with the Governing Board, Headteacher and SLT.
- Support the Governing Board to develop a culture where challenge is embraced and welcomed.

Personal development

- Regularly undertake training and CPD which maintains and improves knowledge and ability to perform duties.
- Keep up to date with local or national developments in the educational sector.
- Keep up to date with legislation which is likely to impact the School.
- Take part in performance reviews and self-evaluation.

Other

- Help produce a Governing Board which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Board and its committees. Communicate this to governors.

- Maintain an up-to-date record of individual governor and whole-board training and CPD

Qualifications

- GCSE Maths and English grade A to C, 5 to 9 or equivalent.
- A willingness to attend relevant training. Attendance on 'Governance clerking development programme' or other relevant training.

Knowledge

An understanding of the respective roles and responsibilities of the Governing Board.

Knowledge of Governing Board procedures.

Knowledge of the educational sector and relevant legislation.

An understanding of the General Data Protection Regulation, Data Protection Act 2018 and the Freedom of Information Act 2000.

Relevant Experience

Extended experience in record keeping, information retrieval and dissemination of data and documentation.

Experience in organising meetings.

Experience of taking minutes at meetings. Experience of working with and ensuring the security of sensitive or confidential information.

Experience within the education sector

Experience as a clerk with responsibilities including writing agendas, along with accurate and concise minutes.

Experience developing and maintaining contacts with outside agencies.

Skills

Excellent listening and oral and written communication skills. High level literacy and ICT skills.

Ability to organise and prioritise own workload to work to deadlines.

Ability to self-evaluate learning needs and participate in relevant training and other learning activities as required