



St Paul's CE Primary School, Brentford
Clerk to the Governors
Job Description

St Paul's
Primary School

Outline of role:

The clerk to the governors has responsibility to the full governing body—the clerk is expected to work closely with the chair of governors in particular alongside the chairs of the sub-committees (Children, Families and Community; Finance and Resources; Curriculum and Achievement), organising and clerking the regular governing body and governors' committee meetings. It also includes attendance at other meetings involving such as RIG (School Improvement), School Development Planning, working party meetings and any other meetings which are under the purview of the governing body. The work is preparing the meetings, minuting and guiding the meetings, and writing up the meetings.

The hours within each academic year:

- 3 full governing body meetings (evenings), each approximately 2 hours
- 3 day-time committee meetings each term (i.e., nine meetings in the year, each approximately 2 hours)
- At least 5 other day-time meetings: e.g., RIG, Learning Review morning, School development meeting.
- Additional ad-hoc meetings relevant to the role: e.g., disciplinary, grievance, complaint meetings.
- The role is equivalent to 1.75 hours a week over the 38 weeks of an academic year.

Knowledge and understanding

The clerk to the governors will:

- Know the features of effective governance, and the board's governance structure and core functions
- Understand their role as set out in legislation
- Understand key national education policies and the local education context in which the board is operating
- Know the board's duties under legislation and statutory guidance
- Understand the importance of the board adhering to and promoting the school's internal procedures
- Understand the school's governance structure, including legal structure and constitution and scheme of delegation
- Understand the principles of records management and have working knowledge of the Data Protection Act and the Freedom of Information Act
- Understand the board's accountability to and relationship with other bodies (e.g. the DfE, Education and Skills Funding Agency and Ofsted)

- Know the board's code of conduct and strategic priorities
- Understand the school's culture, values and ethos
- Know which information about pupil performance and financial management will be used by the board to hold leaders to account

Administration

The clerk to the governors will:

- Ensure that agendas are agreed between the head and chairs in advance of publication.
- Check that meetings are quorate, and if not, provide appropriate advice on how to proceed
- Establish and maintain efficient procedures for meetings, sharing documents in a timely manner
- Make sure that board papers are clear and accurate, and that minutes capture discussion points and actions
- Ensure that Governors' records are accurately maintained and comply with statutory guidance and procedures are followed
- Challenge the board if meetings are not conducted in a proper or orderly manner
- Support the chair in identifying priorities and upcoming issues when planning meetings
- Support the Governing body in the scheduling of meetings in line with the governance annual plan.
- Prepare thoroughly for meetings and ensure that outstanding action points are acted on
- Maintain or help maintain accurate registers (e.g. register of interests)
- Establish and administer procedures for filling vacancies on the board
- Keep a record of governors' attendance
- Understand the principles of confidentiality and apply this to their own work and that of the board
- Have an eye for detail and excellent proofreading skills
- Use technology effectively to streamline the board's processes
- Ensure that the administration of the governing body adheres to the requirements of relevant Data Protection and GDPR regulations

Advice and guidance

The clerk to the governors will:

- Provide appropriate information for the board
- Update the board on changes to legal or statutory requirements
- Access third-party guidance on behalf of the board where necessary
- Understand the principles of conflicts of interest, and is able to advise the board on managing and avoiding these
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct

- Speak out where the board is overstepping its strategic role or is not following the code of conduct

People and relationships

The clerk to the governors will:

- Build effective professional relationships with the board, school leadership, external contacts and others
- Establish effective channels of communication with the board, the wider school and any external contacts and partners
- Contribute to discussions about the design of governance committees and structures
- Advise the board when governors' terms of office end, and assess the effect this will have on the board's skills mix
- Establish and facilitate transparent procedures to fill vacancies
- Help the board to create a culture in which challenge is welcomed
- Support the board when carrying out self-evaluation exercises
- Ensure that the confidentiality of materials prepared for and discussions held at governing body meetings is maintained at all times
- Remain committed to improving own performance and that of others involved in governance, taking advantage of opportunities to attend training and development.

This job description outlines the main duties and responsibilities of this post, however, it is not intended to be an exhaustive list. It may be subject to modification or amendment after consultation between the post-holder and Chair of Governors. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

Confidentiality

Whilst undertaking your duties in the school you may see, hear or access information of a confidential nature. This may be relating to the work of the school, or information relating to specific pupils or staff. This information is confidential and should not be shared or passed on to any third party or unauthorised person.



Clerk to the Governing Board

St Paul's
Primary School

Person Specification

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE A-C English & Mathematics, or equivalent Level 3 or higher administration qualification 	<ul style="list-style-type: none"> Level 3 Certificate in the Clerking of School and Academy Governing Boards.
Experience	<ul style="list-style-type: none"> At least one year's experience of working as a governors' clerk or in school administration. Experience of holding a central diary of meetings and disseminating to participants. Experience of preparing meeting agendas and disseminating information to participants prior to the meeting. Experience of taking and distributing minutes after meetings. Experience in Microsoft packages such as Word, Excel, PowerPoint and Email packages. 	<ul style="list-style-type: none"> Experience of using <i>Governor Hub</i> as a tool for clerking. Experience of work on a Governing Body in a Voluntary Aided school.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> Form positive professional relationships through good communication skills and effective liaison with colleagues. Clear, articulate communication abilities in spoken and written form to a range of stakeholders. Punctuality and reliability. Ability to advise and direct in line with meeting protocols. Ability to adapt learning activities and to develop a range of resources to support learning. 	

	<ul style="list-style-type: none"> • To keep keep governance records, both electronic and paper based, up-to-date and organised. • Willingness to undertake further training. • Work with high level of precision and accuracy to ensure the role is fulfilled competently without error. 	
Personal Qualities.	<ul style="list-style-type: none"> • The ability to engage and support governors of all backgrounds and experience. • A commitment to the Christian Ethos of the school. 	

Any offer of appointment is always subject to:

- Occupational Health clearance
- to satisfactory references and enhanced DBS checks

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered.

St Paul's CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, visitors and volunteers to share this commitment. All appointments will be subject to satisfactory references and enhanced DBS checks.