

WILLIAM FARR CE SCHOOL**JOB DESCRIPTION**

JOB TITLE:	Clerk to the Governing Body and Company Secretary
POST HOLDER:	
GRADE:	
REPORTS TO:	Chair of the Governing Body
Hours Worked per Week:	
Weeks Worked per Year:	
Weeks Paid per Year:	

The job description is written with the purpose of the Clerk to the Governing Body providing a high-quality professional clerking service to support an effective Governing Body.

1. PURPOSE OF JOB:
 The Clerk to the Governing Body will be accountable to the Governing Body, working effectively with the Chair, and the Headteacher and with other governors. The Clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements. The Clerk will also work with the Admissions Officer, processing all applications for places in Year 7 and dealing with associated responsibilities.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

Meetings

The Clerk to the Governing Body will:

- work effectively with the Chair and Headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of the Lincoln Diocese issues and is focused on school improvement.
- encourage the Headteacher and others to produce agenda papers on time.
- produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days, before the meeting.
- record the attendance of governors at the meeting.
- advise the Governing Body on governance, legislation and procedural matters where necessary before, during and after the meeting.
- take notes of the Governing Body meetings to prepare minutes, including an indication of who is responsible for any agreed action.
- record all decisions accurately and objectively with timescales for actions.
- send drafts to the chair and Headteacher for amendment / approval by the Chair where appropriate.
- copy and circulate the approved draft to all Governors within the timescale agreed with the Governing Body.
- advise absent Governors of the date of the next meeting.
- keep a minute book, or file of signed minutes, as an archive record.
- liaise with the Chair, prior to the subsequent meeting, to receive an update on progress of actions agreed previously by the Governing Body.
- following the approval of the minutes at the next meeting, and, where agreed, to the members of the Academy Trust.

Other Duties

The Clerk to the Governing Body may be asked to perform, as part of their duties, any of the following:

- Arrange and clerk occasional meeting of Governing Body committees as required: Admissions, Staff Grievance, Complaints, Pupil Discipline, Staff Discipline, Pay, Governor Support etc.
- Organise Parent and Staff Governor elections. Liaise with diocese over appointment of foundation governors and with members over member appointments.
- Prepare admissions appeal statements for appeals. Oversee the admission policy.
- Advise, when necessary, Governors and members of the Senior Leadership Team on issues which fall between governance and management.

Membership

The Clerk to the Governing Body will:

- maintain a database of names, addresses and category of Governing Body members, and their term of office.
- initiate a welcome pack/letter being sent to newly appointed Governors, including details of terms of office.
- maintain copies of current terms of reference and membership of committee and working parties and nominated Governors.
- advise Governors and appointing bodies of expiry of the term of office before term expires so that elections or appointments can be organised in a timely manner.
- inform the Governing Body of any changes to its membership.
- maintain governor meeting attendance records and advise the Governing Body of non-attendance of Governors.
- advise that a register of Governing Body and Senior Leadership Team pecuniary interests is maintained, reviewed annually and lodged within the school.
- Update governance information on Get Information about Schools
- Update governance information on school website to ensure statutory compliance.

Advice and Information

The Clerk to the Governing Body will:

- advise the Governing Body on procedural issues.
- have access to appropriate legal advice, support and guidance.
- ensure that new Governors have a copy of the Governance Handbook and Competency Framework and other relevant information.
- act on the Governing Body's agreed policy to support new Governors, taking account of any national guidance and induction materials/courses made available by Local Authorities and others.
- ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the Governing Body, and that these are revised on a regular basis.
- maintain records of Governing Body correspondence.

Professional Development

The Clerk to the Governing Body will:

- be willing to successfully complete the National Development Programme for Clerks to Governing Bodies or its equivalent.
- attend termly briefings and participate in professional development opportunities.
- keep up to date with current educational developments and legislation affecting school governance.

Appeals

	<ul style="list-style-type: none"> • Liaise with and organize access to the local authority’s appeal panel and legal clerks. <p><u>Companies Secretary for the Academy</u> The Clerk to the Governing Body will:</p> <ul style="list-style-type: none"> • be Company officer. • comply with statutory and regulatory requirements and ensure decisions of the Board of Directors are implemented. • maintain statutory registers, books and records for inspection. • complete and file statutory forms and returns at Company House including the annual confirmation statement. • run the registered office. • arrange annual general meeting and annual trustees’ report.
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE
4.	CREATIVITY AND INNOVATION Work generally carried out within procedure, occasional creativity in dealing with routine issues e.g. arranging meetings with other agencies to deal with issues arising from Governors meetings.
5.	CONTACTS AND RELATIONSHIPS Regular contact with Headteacher, Chair, and Governors of the school, providing assistance, information or interpretation on readily understood rules. Occasional contact with LEA staff and Officers of the County Council. Regular contact with National Governance Association or similar bodies. In addition, some interaction with parents and outside bodies/agencies.
6.	DECISIONS
	a) Discretion – Working within clearly defined procedures with minimal opportunity for discretion, generally discretion is made within a range of set alternatives.
	b) Consequences – Impact on communication, however, generally matters which could be easily identified and quickly remedied.
7.	RESOURCES Minimal responsibility for physical resources – standard office equipment i.e. computer. May include a laptop taken off the premises.
8.	WORK ENVIRONMENT
	a) Work Demands – Limited changes in working practices.
	b) Physical Demands – Normal manual dexterity required associated with typing, periods of prolonged sitting requiring concentration.
	c) Working Conditions – Work generally carried out in an indoor environment.

	d) Work Context – The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.		
9.	KNOWLEDGE AND SKILLS Experience of taking minutes Keyboard skills Ability to use word processing software Qualifications equivalent to NVQ Level 2 (in an appropriate discipline) and / or other relevant experience Knowledge of School Governance Regulations		
10	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Equal Opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.			
	Name:	Signature:	Date:
Job Description written by: [Manager]	Mark Garthwaite		7 th February 2021
Job Description agreed by: [Postholder]