

**The Arreton & Oakfield Federation
Clerk to Governors**

The job description is written with the purpose of clerks to governing bodies providing a high quality professional clerking service to support effective governing bodies.

1 Introduction	The clerk to the Governing Body will be accountable to the Governing Body, working effectively with the chair of governors, two headteachers and 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.
2 Meetings	The clerk to the Governing Body will: a) work effectively with the chair and two Headteachers before the Governing Body meeting to prepare a purposeful agenda which takes account of DfES, LA and church authority issues and is focused on school improvement; b) encourage the Headteachers and others to produce agenda papers on time; c) 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; d) record the attendance of governors at the meeting and take appropriate action re absences; e) advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting; f) take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action; g) record all decisions accurately and objectively with timescales for actions; h) send drafts to the chair and Headteachers for amendment/approval by the chair;

	i) copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body; j) advise absent governors of the date of the next meeting; k) keep a minute book, or file of signed minutes, as a an archive record; l) liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body; m) following the approval of the minutes at the next meeting forward a copy to the LA, and where agreed, to the appropriate church or foundation authority; n) chair that part of the meeting at which the chair is elected.
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3 Membership	The clerk will: a) maintain a database of names, addresses and category of Governing Body members, and their term of office; b) initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office; c) maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. Literacy; d) 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;
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	e) inform the Governing Body of any changes to its membership; f) maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors; g) advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school; h) ensure that a Criminal Records Bureau disclosure has been successfully carried out on all new appointees and re-appointees.
4 Advice and Information	The clerk will: a) advise the governing body on procedural issues; b) have access to appropriate legal advice, support and guidance; c) ensure that new governors have a copy of the DfES Guide to the Law and other relevant information; d) take action on governing body's agreed policy to support new governors, taking account of the Guidance of Headteachers and Chairs of Governors on the National Training Programme for New Governors and induction materials/courses made available by LAs and church authorities (if appropriate); e) advise on the requisite contents of the school prospectus and School Profile; f) keep an accurate record of all Federation and bespoke individual school policies, ensuring that statutory policies are in place and presented to the relevant committee for approval prior to their due date, and that a file is kept in the schools of such policies and other documents approved by the Governing Body; g) maintain records of governing body correspondence.

5 Professional Development	The clerk will: a) hold, or be willing to work towards, the Accredited Clerk qualification or its equivalent; b) be required to attend termly briefings and participate in professional development opportunities; c) be required to keep up-to-date with current educational developments and legislation affecting school governance.
6 Optional Extras	The clerk may be asked to perform as part of their duties any of the following. . a) clerk all statutory and non statutory Governing Body committees; b) assist with the elections of parent, teacher and staff governors; c) give advice and 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) maintain a file of relevant DfE and LA documents; f) maintain archive materials; g) prepare briefing papers for the Governing Body, as necessary; h) help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items, including policies, for meetings of the Governing Body and its committees.

The Arreton & Oakfield Federation Person Specification

This person specification lists the competencies expected of an experienced/fully-trained clerk. The two right-hand columns provide guidance for the appointment of new clerks. (E= Essential criteria, D = Desirable criteria)

	Sections		E	D
1	Skills, knowledge and aptitudes	The Clerk should be able to provide evidence of the following: • good listening, oral and literacy skills; • writing agendas and accurate concise minutes; • ICT including keyboarding skills; • organising their time and working to deadlines; • organising meetings; • record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners; • using the internet to access relevant information; • developing and maintaining contacts with outside agencies e.g. departments of the LA, Church Authorities and the DfES; • knowledge of Governing Body procedures; • knowledge of educational legislation, guidance and legal requirements; • knowledge of the respective roles and responsibilities of the Governing Body, the Executive Headteacher, the LA, Church Authorities and the DfES. • knowledge of Equal Opportunities and Human Rights legislation; • knowledge of Data Protection legislation.	E E E	 D D D D D D D D

2	Qualifications and training	The clerk should: • be able to demonstrate a willingness to attend appropriate training and development; • possess the National Training Programme for Clerks' qualification or its equivalent.	E	D
3	Experience	Clerks should be able to produce evidence of: • relevant personal and professional development; • working in an environment where experiences included taking initiative and self motivation; • working as a member of a team.		D
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4	Personal attributes	The clerk should: • be a person of integrity; • be able to maintain confidentiality; • be able to remain impartial; • have a flexible approach to working hours; • be sympathetic to the needs of others; • have an openness to learning and change; • have a positive attitude to personal development and training; • possess good interpersonal skills.	E E E E E E E	
5	Special Requirements	The clerk should: • be able to work at times convenient to the Governing Body, including evening meetings; • be able to travel to meetings; • be available to be contacted at mutually agreed times.	E E E	