



Headteacher: Mr T Moore, B.Ed (Hons) NPQH

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## Job Description

### Clerk to Governors (Grade 4 points 5 – 6)

**66\* hours per annum (6 x FGB, 1 per half term)**

**Introduction:** The Clerk to the Governing Body will be accountable to the Governing Body, working effectively with the chair of governors and with the headteacher 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.

### 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 DfE, LA and church authority 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 and take appropriate action re absences
- 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, indicating 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
- 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 next meeting, to receive an update on progress of actions agreed previously to the Governing Body
- following the approval of the minutes at the next meeting forward a copy to the LA chair that part of the meeting at which the chair is elected
- Clerk any statutory appeal committees/panels the governing body is required to convene
- Be responsible for the school's admission appeals, liaising with the LA to organise panels, venues, dates, and being available to ensure the appeals run smoothly



## **Membership: The clerk 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 e.g. literacy
- advise governors and appointing bodies of expiry of the term of office before the term expires so 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
- ensure a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school
- check with the School Business Manager that Disclosure and Barring Service checks have been successfully carried out on all new appointees and re-appointees
- Maintain archive materials

## **Advice and information: The clerk 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 latest DfE Governance Handbook and other relevant information
- take action on Governing Body's agreed policy to support new governors
- 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
- maintain records of Governing Body correspondence
- Assist with yearly skills audits, and advise on training requirements and the criteria for appointing new governors relevant to vacancies

## **Professional development: The clerk will:**

- successfully undertake appropriate training
- attend termly LA briefings and participate in professional development opportunities
- keep up-to-date with current educational developments and legislation affecting school governance
- undertake all work in line with Bury CE Primary School's Policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

\*Additional hours to be agreed in advance as the need arises e.g. Exclusion, Appeals