

# Isle of Wight Council

## Job Description



<b>Identifying Facts</b>	
Title of Post: Clerk to Governors	
Directorate: Education	Post No:
Section: Management and Administration	Date: 14 May 2014
Responsible to: Governing Body : Chair of Governors	

### Job Purpose

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.

### Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

### Meetings:

3. 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.
4. Encourage the Headteacher and others to produce agenda papers on time.
5. 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.
6. Record the attendance of Governors at the meeting and take appropriate action re absences.
7. Advise the Governing Body on governance legislation and procedural matters where necessary before, during and after the meeting. (*This*

*duty has been enhanced, through the implementation of the School Governance (Procedures and Allowances) (England) Regulations 2013.)*

8. Take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action.
9. Record all decisions accurately and objectively with timescales for actions.
10. Send drafts to the Chair and Headteacher for amendment /approval by the Chair.
11. Copy and circulate the approved draft to all Governors within the timescale agreed with the Governing Body.
12. Advise absent Governors of the date of the next meeting.
13. Keep a minute book, or file of signed minutes, as an archive record.
14. Liaise with the Chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body.
15. 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.
16. Chair that part of the meeting at which the Chair is elected.

**Membership:**

17. Maintain a database of names, addresses and category of Governing Body members, and their term of office.
18. Initiate a welcome pack / letter being sent to newly appointed Governors including details of terms of office.
19. Maintain copies of current terms of reference, membership of committees and working parties and nominated Governors e.g. Child Protection.
20. 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.
21. Inform the Governing Body and LA of any changes to its membership.
22. Maintain Governor meeting attendance records and advise the Governing Body of non-attendance of Governors.

23. Advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school.
24. Check that appropriate identity / vetting and barring checks have been successfully carried out in accordance with DBS requirements on all new appointees and re-appointees.

**Advice and Information:**

25. Advise the Governing Body on procedural issues.
26. Have access to appropriate legal advice, support and guidance.
27. Give advice and support to Governors taking on new roles such as Chair or Chair of a Committee.
28. Ensure that new Governors are given a link to the Governors' Handbook
29. Liaise with Development Governor to ensure all Governors are aware of the Induction Training Programme and other training, as outlined in the Training and Development Programme.
30. Advise on the requisite information for Governing Body self-evaluation.
31. Ensure that statutory policies and a policy review programme are in place, and that a file is kept in the school of policies and other school documents approved by the Governing Body.
32. Maintain records of Governing Body correspondence.
33. Help to produce a Governing Body Year Planner, which includes an Annual Calendar of Meetings and the cycle of agenda items for meetings of the Governing Body and its Committees.

**Professional Development:**

34. Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent.
35. Attend termly briefings and participate in professional development opportunities.
36. Keep up-to-date with current educational developments and legislation affecting school governance.
37. Participate in, and contribute to the training of Governors in areas appropriate to the Clerking role.

## **Flexibility:**

In order to deliver services effectively a degree of flexibility is needed and the post holder may be required to perform the following duties to be paid at an hourly overtime rate based on annual salary:

38. Arranging panel meetings re complaints, discipline, exclusions and appeals. Preparing the agenda and taking and producing the minutes and informing relevant parties of the decision.
39. To research and update legally required policies and to administer parent / staff election to the Governing Body.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*