



Job Description

Job Title: Clerk to Governors Fort Royal Community Primary School

1 Key Purpose of Job

- 1.1 To provide effective administrative support and advice to the governing body.

2 Key Duties

2.1 Meetings

- 2.1.1 To work with the chair, headteacher (and other staff or governors as relevant) to prepare the agenda for meetings of the governing body and its committees; to produce, collate and distribute (in hard copy or electronically) the agenda and all supporting papers to governors at least seven days before each meeting.
- 2.1.2 To be responsible for organising the practical arrangements for each meeting, including room layout, equipment, refreshments or on-line arrangements as relevant.
- 2.1.3 To attend each governing body and committee meeting and take accurate notes, ensuring that confidential matters are recorded separately; to use the notes to prepare a first draft of minutes; to send a copy to the chair, and to the headteacher for information, within 10 working days of each meeting; to circulate (in hard copy or electronically) the draft minutes, as approved by the chair, with any additional documents to all governors within 15 working days of the meeting.
- 2.1.4 To record the attendance of governors at each meeting, and to ensure that all governors are aware in good time of future meeting dates and arrangements.
- 2.1.5 To contribute to maintaining and updating the governing body's annual cycle: the calendar of meetings of the governing body and its committees and agenda items.

2.2 Advice

- 2.2.1 To advise the governing body on procedures, governance legislation and other matters where necessary, before, during and after meetings.

2.3 Governing body membership

2.3.1 To keep records of all governors' categories, term of office, names, addresses and contact details and to ensure these are correctly recorded on the school website.

2.3.2 To advise individual governors, the governing body and appointing bodies as appropriate of each upcoming end of term of office so that elections or appointments can be organised in a timely manner.

2.3.3 To assist with elections of parent and staff governors.

2.3.4 To undertake administration relating to governor appointments and elections including ensuring that all governors undertake relevant DBS and safeguarding checks and complete a declaration of interests on starting and each year.

2.3.5 To conduct that part of the meeting at which the chair and vice chair are elected.

2.3.6 To support the recruitment of governors.

2.3.7 To support the induction of new governors and the ongoing training for all members of the governing body.

2.4 Record keeping

2.4.1 To maintain the school's official minute file, ensuring that all documents relating to the work of the governing body are stored safely and that all confidential papers are stored separately and securely.

2.4.2 To maintain and organise all the relevant records and documents on the governors area of the website or designated shared area.

2.4.3 To keep records of the terms of reference of committees and any working groups, and their membership.

2.4.4 To maintain data base and a schedule of policy review dates, taking account of statutory/governor agreed review cycles as appropriate and provide agreed notice to reviewers when policies are due for review.

2.4.5 To maintain the governors' register of business interests which is stored at the school.

2.4.6 To ensure that all governors have access to current copies of key documents including Keeping Children Safe in Education and the Governance Handbook.

2.4.7 To ensure the maintenance all the statutory information for governance required on the school website in accordance with published obligations and governor request including current and recent members, contact details, business interests and attendance records.

2.5 Correspondence

2.5.1 To write and/or send letters, as needed, on behalf of the governing body and to keep copies of all such correspondence at the school.

2.5.2 To maintain a list of correspondence received by the chair and others on behalf of the governing body.

2.6 Governor expenses

2.6.1 To receive any claims for governor expenses and pass them to the school's business manager for processing.

2.7 Training and development

2.7.1 To attend training on a regular basis.

2.7.2 To keep up to date with current educational developments and legislation affecting school governance and bring them to the attention of the governing body.

2.7.3 To take an active part in their own performance management and other meetings with the chair of governors.

3 Health and Safety Responsibilities

All employees will ensure that they

- take care of their own safety and that of others
- ensure that products, plant, equipment, vehicles and buildings are not damaged
- comply with health and safety procedures and instructions
- will not neglect, misuse, damage anything provided in the interest of health and safety
- assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken
- undergo any training or instruction to enable them to work competently and safely

Clerks who work at home must ensure that their working conditions take account of normal health and safety requirements.

4 Key Working Relationships

4.1 Internal

The post holder will work closely with the chair of governors, the head teacher/principal, other governors and senior staff involved with the work of the governing body. The post holder will work with other school staff as appropriate e.g. regarding the storage of governing body documents, the circulation of election communications or the use of school photocopier.

4.2 External

The post holder will work closely with Worcestershire Governor Services regarding governor appointments. The post holder will send governing body agendas, supporting papers and other data to Worcestershire county council on request.

5 Other Duties

To undertake additional duties as required, commensurate with the level of the job.

AFM 8/10/2020