



Noadswood
Fit for learning, fit for life

Role Profile – based on HAMPSHIRE COUNTY COUNCIL

Clerk to Governors

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Role Purpose

To provide advice and guidance to the Full Governing Body (FGB) on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of a governing board and its committees by providing:

- administrative and organisational support;
- guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and
- advice on procedural matters relating to the operation of the board.

Responsibilities and Tasks

The Clerk to the Governing Body will:

1. Provide advice to the Governing Body

- Advise the Governing Body on its core functions and Department for Education (DfE) governance advice, including the Governance Handbook and Competency Framework for Governance
- Advise the Governing Body on relevant legislation and procedural matters where necessary before, during and after meetings
- Know where to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board
- Inform the Governing Body of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- Advise the Governing Body on the regulatory framework for governance (relevant acts and regulations, Articles of Association, funding agreement and Academies Financial Handbook)
- Offer advice on best practice in governance, including on committee structures both at board and academy level
- Advise the Governing Body on best practice in relation to its scheme of delegation for governance
- Ensure that statutory policies are in place and that staff revise these when necessary
- Advise on the annual calendar of Governing Body meetings and tasks
- Send new trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct



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- Contribute to the induction of trustees taking on new roles, in particular the Chair of the Governing Body or Chair of a committee
- Identify priorities, anticipate issues which may arise draw these matters to the chair's attention and propose recommendations

2. Effective administration of meetings

- With the FGB Chair and Headteacher, prepare a focused agenda for Governing Body meetings and Committee meetings
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by the Articles of Association
- Ensure meetings are quorate
- Record the attendance of trustees at meetings (and any apologies, minuting whether they have been accepted or not), and take appropriate action in relation to absences
- Draft minutes of meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and (if agreed by the FGB) the Headteacher
- Circulate the reviewed draft to all trustees/members of the committee, the Headteacher (if not a trustee) and other relevant bodies, such as the diocese/foundation/trust as agreed by the Governing Body and within the timescale agreed with the governing board
- Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- Advise trustees and appointing bodies in advance of the expiry of a trustee's term of office and the impact of this on the board's capacity and skills mix
- Advise the governing board on the DfE's recommendations and guidance in relation to members and trustees
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment, so elections or appointments can be organised in a timely manner
- Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections
- Collate and maintain information about trustees such as any pecuniary interests and, where required, ensure information is published on the website
- Ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any trustee where it is appropriate to do so
- Maintain a record of training undertaken by members of the Governing Body
- Maintain trustee meeting attendance records and advise the Chair of potential disqualification through lack of attendance
- Advise the Governing Body on succession planning (of all roles, not just the chair)

4. Manage Information

- Maintain up to date records of the names, addresses and category of Governing Body members and their term of office, and inform the Governing Body and any relevant authorities of any changes to its membership



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- Maintain copies of current terms of reference and membership of any committees, working parties and trustees with specific oversight of an area e.g. SEND
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- Maintain records of Governing Body correspondence
- Ensure copies of statutory policies and other school documents approved by the Governing Body are kept in the school(s) and published as agreed, for example, on the appropriate website
- Ensure those clerking at academy level maintain appropriate records
- Manage the flow of information from trust board to local academy committees and vice versa

5. People and relationships

- Develop and maintain effective professional working relationships with the Chair, the Governing Body and Executive Leaders
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

6. Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice, including membership of the NGA
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management

7. Additional Services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the governing board is required to convene
- Assist with the elections of parent and staff governors
- Maintain a file of relevant DfE, local authority and church authorities (if appropriate) guidance documents
- Maintain archive materials
- Prepare briefing papers for the governing board, as necessary
- Conduct skills audits and advise on training requirements
- Perform such other tasks as may be determined by the governing board from time to time
- Act as company secretary (where agreed)