

## CUMBRIA COUNTY COUNCIL

### JOB PROFILE

POST TITLE: Clerk to Governors Level 2

GRADE:

DATE:

April 2006

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### PURPOSE OF THE JOB

To be accountable to the governing body, working effectively with the chairman 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.

### PRINCIPAL ACCOUNTABILITIES

#### **Meetings**

- Prepare an agenda, with the chair and headteacher, that takes account of national and local government issues (and church authority issues), and is focused on school improvement.
- Encourage the chair and others produce agenda papers which are submitted on time for circulation
- 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
- Take notes of the governing body meetings to prepare minutes, including indicating who is responsible for any agreed action
- Record all decisions accurately and objectively with timescales for actions
- Send drafts of minutes to the chair and headteacher for amendment/approval by the chair
- Copy and circulate the approved draft minutes 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
- Following the approval of the minutes at the next meeting forward a copy to the LEA, if requested, and where agreed, to the appropriate church or foundation authority
- Chair the governing body meeting during the election of the chair, if requested
- Liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting

### **Membership**

- Maintain a database of names, addresses and category of governing body members, and their term of office
- Inform the Local Authority (GST) of changes of membership and of post holders
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office, by informing the Local Authority (GST)
- 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 governors meeting attendance records and advise the governing body of non-attendance of governors
- Advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school
- Ensure that all governors, including new governors and re-appointees, complete a self-declaration form and submit forms to the Local Authority (GST) for checking against List 99, for governors to be cleared to carry out their duties
- Assist with the elections of parent and staff governors

- Maintain copies of current terms of reference and membership of committee and working parties and nominated governors
- Maintain a file of relevant DfES and LEA documents
- Assist with the copying and distribution of the School Profile

### **Advice and Information**

- Ensure that new governors have a copy of the DfES 'Guide to the Law' and other relevant information
- Make arrangements for outgoing governors to return copies of 'A Guide to the Law' and any other relevant documentation
- Keep up to date with current educational developments and legislation affecting school governance
- Ensure that statutory policies are in place, and that a file is kept in the school of policies and other documents approved by the governing body
- Access appropriate legal advice, support and guidance when necessary
- Advise the governing body on procedural issues
- Follow the governing body's agreed policy, provide/arrange support for new governors
- Advise on the requisite contents of the Prospectus and School Profile
- Attend briefings and participate in professional development opportunities
- 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