

JOB DESCRIPTION

Job Number:	001/2019		
Department:	Education		
Section:	Knights Templar Community Church School, Liddymore Road, Watchet		
Job Title:	Clerk to the Board of Governors		
Reports To:	Chair of Governors		
Main Purpose of Job:			
Every Board of Governors is required by law to have a clerk.			
The clerk to the Board is accountable to the Board, working effectively with the chair of governors, other governors and the headteacher. The clerk will be responsible for advising the board on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of board business and observe confidentiality requirements.			
Main Responsibilities and Duties:			% of Time
1. Meetings ➤ Work effectively with the chair and headteacher before a board meeting to prepare a purposeful agenda which takes account of DfE, LA and church authority issues that are focused on school improvement. ➤ Encourage the headteacher and others to produce agenda papers for meetings on time. ➤ Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting. ➤ Record the attendance of governors at the meeting and take the appropriate action regarding absences. ➤ Advise the board on governance, legislation and procedural matters where necessary before, during and after the meeting. ➤ Take notes of the board meetings to prepare minutes, sending drafts to the chair and headteacher for amendment and approval and copying and circulating to governors within the timescale agreed. ➤ Advise absent governors of the date of the next meeting. ➤ Keep a minute book or file of signed minutes. ➤ Liaise with the chair prior to the next meeting to receive an update on progress of agreed actions. ➤ Following the approval of the minutes at the next meeting, forward a copy to the LA and, if appropriate, the appropriate church or foundation authority. ➤ Chair that part of the meeting at which the chair is elected (sometimes the beginning of the first meeting of the new school year).			% 70% of time for non-optional tasks

6. Additional Information	
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| ➤ The clerk needs to be able to work at times convenient to the governors', often in the evening, be able to travel to meetings and be available to be contacted at mutually agreed times | |
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Facts and Figures:	
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| <ul style="list-style-type: none">• Every full board of governors is required by law to meet once each term. Most will meet twice each term.• Some boards operate non-statutory committees. These also, typically, meet twice each term.• Statutory committees include pupil exclusion considerations, staff dismissal and staff dismissal appeals, staff grievance and staff grievance appeals. In addition, complaints must be heard by a panel of three governors and require clerking.• Meetings are typically held in the evening and last no more than two hours.• Boards comprise a minimum of 7 governors under constitution regulations from September 2012, although there is no stipulated maximum.• Governors serve a term of office of at least one year but no more than four years, as stipulated in the Instrument of government or Articles of Association. | |
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Person Specification

	Admin or Clerk ¹	clerk ²	Minute taker ³
Personal Attributes			
1. Possesses excellent time management skills and can maintain a high standard of work under pressure	√	√	
2. Can build and maintain effective working relationships with key figures, both on the board and in the wider school community	√	√	√
3. Demonstrates a commitment to developing own performance, through taking part in review exercises and training and development opportunities	√	√	
4. Prepares thoroughly for meetings, ensuring own knowledge of key pieces of documentation	√	√	√
5. Understands the principles of confidentiality and applies this to own work and that of the board	√	√	√
Knowledge and understanding			
1. Understands the 6 features of effective governance and the core functions of the board	√		
2. Appreciates the importance of understanding the board's own governance structure	√	√	
3. Is aware of how the clerk's role is defined in statutory guidance	√	√	
4. Understands the key themes of national and local education context	√	√	
5. Is aware of the board's duties under legislation and statutory guidance	√		
6. Understands the importance of the board adhering to and promoting the school's internal procedures	√		
7. Understands the principles of records management, and has a working knowledge of the Data Protection Act and Freedom of Information Act	√	√	
Administrative skills			
1. Has an eye for detail and excellent proofreading skills, producing clear and accurate papers for the board	√	√	√
2. Uses technology effectively to streamline the board's processes	√	√	
3. Can communicate information clearly, logically and impartially, using a range of presentation methods	√	√	
4. Has a systematic approach to managing documentation that meets legal requirements for records management	√		√
Professional Judgment			
1. Confidently judges which discussion points to record, indicating governance challenge and support of the school and its initiatives to support the learning of young people	√	√	√
2. Can clearly explain difficult concepts, including information on the board's legal duties	√		
3. Understands the principles of conflicts of interest, and is able to advise the board on managing and avoiding these	√	√	

¹ This references an administrator or clerk who has overall responsibility for being the professional advisor and for the clerking arrangement

² This references a clerk with limited responsibilities perhaps a local board clerk

³ This references someone who will only take the minutes for meetings

4. Is willing and able to challenge the board when concerned about non-compliance or any aspect of how the board is conducting its business	√		
5. Understands how and when to escalate concerns if necessary	√	√	√