



BISHOP THOMAS GRANT SCHOOL

Job Description Clerk to Governing Board

Job Title:	Clerk to Governing Board
Location:	Bishop Thomas Grant School, Belltrees Grove, London, SW16 2HY
Reporting to:	Chair of Governors
Hours:	On average 40 hours per term, with additional hours as and when required
Grade:	£25.00 per hour

Job Purpose

Provide advice to the Governing Board on governance, constitutional and procedural matters. The new regulations require Governing Boards to have regard to advice from the Clerk in regards to exercising the Governing Board functions:

- Provide effective administrative support to the Governing Board and its committees
- Ensure the Governing Board is properly constituted
- Manage information effectively in accordance with legal requirements
- Secure the continuity of Governing Board business and observe confidentiality requirements.

Main duties

Providing advice to the Governing Board

- Advise the Governing Board on governance legislation and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for governors with queries on procedural matters.
- Have access to appropriate advice, support and guidance from the Diocese and, where necessary, seek advice and guidance from third parties on behalf of the Governing Board.
- Inform the Governing Board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Offer advice on best practice in governance, including on committee structures and self-evaluation.
- Advise on the annual calendar of Governing Board meetings and tasks in accordance with the Diocese's annual Governance calendar.
- Send new governors induction materials and ensure they have access to appropriate documents.
- Contribute to the induction of governors taking on new roles, in particular Chair or Chair of a committee.

Membership

- Advise governors and appointing boards in advance of the expiry of a governor's term of office, so elections or appointments can be organised in a timely manner.

- Chair that part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school.
- Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance.
- Advise the Governing Board on succession planning (of all roles, not just the Chair).

Effective governance administration

- With the Chair and Headteacher prepare and suggest a focused agenda for the Governing Board meetings and any committee meetings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers at least 7 days in advance of the meeting.
- Ensure meetings are quorate. Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Take notes and draft minutes of Governing Board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and the Headteacher.
- Ensure that confidential items are minuted appropriately and that minutes reflect this.
- Circulate the reviewed draft to all Governors (or members of the committee), and the Headteacher within the timescale agreed with the Governing Board.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.
- Ensure that the approved minutes are approved at the next Governor Board meeting. Maintain a record of signed minutes of meetings in school, and ensure copies are sent to the Diocese and are published on the website.
- Maintain up to date records of the names, addresses and category of Governing Board members and their term of office and ensure copies are given to the Headteacher's Personal Assistant.
- Inform the Diocese and Local Authority of any changes to its membership and liaise with the school to ensure the school website is updated.
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child Protection, SEND.
- Maintain records of Governing Board correspondence.
- Ensure copies of Governing Board membership, register of pecuniary interests, meeting attendance, and statutory policies are published on the school website.
- Upload minutes and other documents to the Governance Intranet and engage in agreed software for updating and sharing documents. Arrange for logins and email addresses to be set up for new Governors.
- Clerk any statutory appeal committees/panels the Governing Board is required to convene: if the Clerk is not contracted to set up and clerk these panels, the Governing Board will have to make an alternative arrangement.
- Organise/Assist in the elections of parent and staff governors.
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role.
- Maintain a file of relevant Department for Education (DfE) guidance documents.
- Maintain archive materials.
- Update the DfE website GIAS.
- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies and assist in finding potential new Governors.

These duties are not exclusive nor exhaustive and further duties may be required as commensurate with the post as requested by the Headteacher or Chair of the Governors.

NB. The Headteacher's Personal Assistant and the School Office Manager supports the work of the Governing Board and will:

- Ensure that a Disclosure and Barring (DBS) check has been carried out on all governors.
- Maintain a record of training undertaken by members of the Governing Board and ensure all have completed safeguarding and Prevent training.
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff, formatting new and/or revised policies as required. Maintain a review schedule of policies and ensure up to date policies are on the website.

Bishop Thomas Grant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person Specification

Attribute	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Relevant administrative qualifications (or equivalent experience) • Excellent communication skills; good level of spoken English • GCSE Grade C + in Maths and English or equivalent 	<ul style="list-style-type: none"> • Educated to A Level standard or equivalent • RSA Level 3 or equivalent
Experience	<ul style="list-style-type: none"> • Significant relevant recent Clerk / meeting administrative experience • Experience of dealing with complex and sensitive issues in a confidential manner 	<ul style="list-style-type: none"> • Experience of working for an educational organisation • Experience of governance
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • High level of computer literacy • Ability to build and maintain effective / professional working relationships across the school and with external stakeholders of the school • A level of personal sensitivity and professional skill is essential in your dealings with governors, parents, teaching staff, support staff, colleagues and in all other contacts • Attention to detail and accuracy • Excellent organisational skills • Ability to prioritise workload and experience of meeting deadlines 	<ul style="list-style-type: none"> • Use of Microsoft Office • Knowledge of governance statutory and legal requirements
Other requirements	<ul style="list-style-type: none"> • Positive, proactive and flexible approach to working • Commitment to safeguarding and promoting the welfare of young people • Satisfactory DBS check, medical clearance and references 	