



## **WOODLANDS COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

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| <b>POST TITLE</b>                     | <b>:</b> | <b>Clerk to the Governing Body</b>                         |
| <b>GRADE</b>                          | <b>:</b> |                                                            |
| <b>HOURS</b>                          | <b>:</b> | <b>80 hours per year plus additional hours as required</b> |
| <b>WEEKS</b>                          | <b>:</b> | <b>39 Weeks Term Time</b>                                  |
| <b>SALARY</b>                         | <b>:</b> | <b>£17 per hour</b>                                        |
| <b>CONTRACTUAL :<br/>ARRANGEMENTS</b> |          | <b>NJC For Local Government Employees</b>                  |
| <b>RESPONSIBLE TO:</b>                |          | <b>Chair of Governors</b>                                  |

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#### **PURPOSE OF THE POST**

To provide efficient and effective administrative support and procedural advice to the Chair of Governors and the wider Governing Body

#### **Key Tasks**

1. To carry out all administrative duties to ensure the smooth running of Full Governing Body, Pupil Disciplinary and other subcommittee meetings including, but not limited to:
  - Liaising with the Chair of Governors and Head Teacher to prepare agendas
  - Distributing agendas and papers at least 7 days prior to the meeting
  - Attending meetings, taking minutes and ensuring minutes are distributed as required.
2. To ensure the schedule of meetings for Committees and Full Governing Body meetings is set, timetabled and communicated to all relevant parties/Governing Body members;
3. To advise the Governing Body on a comprehensive range of law, standing orders and procedural matters and ensure that correct procedures are followed at meetings;
4. To give support and advice to new Governors, and those taking on new roles (eg Chair), ensuring they have essential documents and access to appropriate training;

5. To ensure the board is properly constituted.
6. To maintain accurate records in accordance to legal requirement, including:
  - Names, addresses and email addresses of Governors and category and dates their Term of Office expires
  - Attendance at Governing Body and Committee meetings
  - Ensure that a register of board pecuniary interests is maintained, reviewed annually and lodged within the school
  - Records of correspondence and DfE/LA documents
  - Master copy of school policies and other documents as required
  - Maintain copies of current terms of reference and membership of committees and working parties and nominated governors with specific responsibilities e.g. safeguarding
  - 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 board of any changes to its membership
  - Advise the local authority, Trust or Members as appropriate when there are changes of membership to the board
  - Ensure that relevant information regarding the board and its members are published on the school (and Trust) website and notified to Get Information About Schools (GIAS)
7. Any other duties which reasonably fall within the purview of the post, which may be allocated by the Chair of Governors after consultation with the post holder.

The clerk has an important function to play to support the chair through:

- Ensuring the board meets its statutory responsibilities through agenda planning with the chair and headteacher
- Advising the chair on regulations and procedures
- Supporting the chair to ensure meetings are conducted appropriately
- Ensuring time is built into meetings for evidencing monitoring and accountability
- Supporting the chair in planning ahead and preparing for future meetings
- Working with the chair to ensure the governing board is functioning effectively and that the workload is distributed
- Advising governors on suitable training and development opportunities

- Supporting and challenging the chair to ensure the board focuses on its strategic priorities rather than the operational
- Advising the chair when the board is deviating from the three core functions of governance.

In order to achieve these functions, it is key that you build an effective professional working relationship with the chair based on mutual respect and trust. You can facilitate this by:

- Agreeing with the chair the frequency and methods of communication
- Meeting with the chair and headteacher to consider the meeting dates and agenda items for the year for full board and committee meetings
- Meeting with the chair prior to board meetings to go over the agenda items and timings
- Ensuring that a comprehensive job description is available for the role of clerk or governance professional which is understood by the chair and shared with the board
- Agreeing an appraisal cycle or regular review of the performance of the clerk.

### **Supporting the school**

- At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:
- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.
- Any other duties which reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the post holder.