



GREAT DENHAM PRIMARY SCHOOL

The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors, and with the Head teacher 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.

Meetings

The clerk to the governing body will:

- (a) use GovernorHub to liaise with governors regarding meeting dates and encourage governors to use GovernorHub to access minutes, agendas and associated papers for meetings;
- (b) to work effectively with the chair and Head teacher before the governing body meeting to prepare a purposeful agenda which takes account of DfE, local authority and where relevant, church authority issues and is focused on school improvement;
- (c) encourage the Head teacher and others to produce agenda papers on time;
- (d) 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;
- (e) ensure the meeting is quorate;
- (f) record the attendance of governors at the meeting and take appropriate action re absences;
- (g) advise the governing body on governance legislation and procedural matters where necessary, before, during and after the meeting;
- (h) take notes of the governing body meetings to prepare minutes, including indicating who is responsible for any agreed action;
- (i) record all decisions accurately and objectively with timescales for actions;
- (j) send drafts to the chair and Head teacher for amendment/approval by the chair;
- (k) copy and circulate the approved draft to all governors within the agreed with the governing body;
- (l) advise absent governors of the date of the next meeting;
- (m) keep a minute book, or file of signed minutes, as an archive record in the school;
- (n) upload governing body minutes, agendas and associated papers to GovernorHub;
- (o) liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the governing body;
- (p) *(following the approval of the minutes at the next meeting forward where agreed, to the appropriate church or foundation authority);*
- (q) chair that part of the meeting at which the chair is elected.

Membership

The clerk will:

- (a) ensure the governing body is properly constituted;
- (b) maintain a database of names, addresses and category of governing body members and their term of office on GovernorHub ;
- (c) initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office;
- (d) maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. child protection/safeguarding governor on GovernorHub;
- (e) advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner to aid succession planning;
- (f) inform the governing body, local authority and church authority and DfE (Edubase database) as appropriate of any changes to its membership;
- (g) maintain governor meeting attendance records and advise the governing body of non-attendance of governors;
- (h) advise that a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school and available on the school website;
- (i) ensure that Disclosure and Barring (DBS) checks are carried out for new and reappointed governors;
- (j) check where appropriate with the Diocese that DBS checks have successfully carried out on any governor when it is appropriate to so.

Advice and Information

The clerk will:

- (a) advise the governing body on governing body regulations and procedural issues;
- (b) have access to appropriate legal advice, support and guidance;
- (c) ensure that new governors know how to access to 'the DfE Governors' Handbook;
- (d) take action on the governing body's agreed policy to support new governors, including induction materials/courses made available by the local authority and church authorities (if appropriate);
- (e) ensure that statutory policies are in place and reviewed in accordance with DfE guidance and that a file is kept in the school of policies and other school documents approved by the governing body;
- (f) support the work of the governing body by suggesting how practice could be improved.

Professional Development

The clerk will:

- (a) complete Induction training for Clerks to Governing Bodies;
- (b) attend Clerks' Forum briefings and participate in professional development opportunities;
- (c) keep up to date with current educational developments and legislation affecting

- school governance.
- (d) undertake regular performance management.

Additional tasks:

The clerk may be asked to perform additional tasks as part of their duties.

These additional tasks will usually be negotiated at an extra cost.

Additional duties may include any of the following:

- (a) clerk some or all statutory and non statutory governing body committees;
- (b) assist with the elections of parent and staff governors;
- (c) give advice and support to governors taking on new roles such as chair or chair of a committee;
- (d) participate in, and contribute to the training of governors in areas appropriate to the clerking role;
- (e) maintain a file of relevant DfE, local authority and church authorities (if appropriate) documents;
- (f) maintain archive materials;
- (g) prepare briefing papers for the governing body, as necessary;
- (h) 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.