

Aldryngton Primary School

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The Role of Clerk to Governors

Post: Clerk to the Governors

Responsible to: The Head teacher/Chair of Governors and the Chairs of each sub-committee.

The clerk plays an important role in governing body effectiveness, not least by ensuring the governors an efficient administration support and offering procedural advice and guidance. A new model job description for clerks has been produced by the DfE, which is summarised below, and forms the basis for Aldryngton's job description for the Clerk.

The clerk to the Governing Body will:

Meetings

- a) work effectively with the chair of governors; head teacher and committee chairs to prepare a purposeful agenda for all Full Governing Body and committee meetings.
- b) produce, collate and distribute the agenda and papers for receipt at least 7 days before the meeting using email/MS Teams invites.
- c) record the attendance of governors at meetings
- d) advise the governing body on governance legislation and procedural matters where necessary
- e) record all decisions accurately and objectively
- f) send draft minutes to the chairs and head teacher for amendment/approval
- g) circulate approved draft minutes within agreed timescales
- h) liaise with the chair to receive updates of action points
- i) chair that part of the meeting at which the chairs are elected
- j) produce a governing body meetings calendar

Membership

- a) maintain a database of names, addresses and category of governing body members, and their term of office
- b) initiate a welcome pack being sent to new governors
- c) maintain copies of terms of reference, committee membership and nominated governors, eg, safeguarding and SEN

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- d) advise governors and appointing bodies of expiry of terms of office and of new governors
- e) ensure a register of governing body pecuniary interests is maintained and reviewed annually

Advice and information

- a) advise the governing body on procedural issues or seek clarity through discussion with LA Governor Services.
- b) have access to appropriate legal advice and guidance
- c) ensure that new governors have a copy of the DfE Guide to the Law and other relevant information
- d) take action on the governing bodies agreed policy to support new governors
- e) advise on the requisite contents of the school prospectus/school website.
- f) ensure that statutory policies / paperwork and Full Governing Body minutes are in place and uploaded to the School's website.
- g) And any other duties which reasonably fall within the purview of the post which may be allocated after consultation with the post holder.

Professional Development

- a) successfully complete the National Training Programme for Clerks to Governing Bodies, or its equivalent through the LA
- b) attend termly briefings
- c) keep up-to-date with current developments and legislation

Other

The clerk may be asked to perform as part of their duties any of the following. These additional tasks will be included in the contract or be negotiated at extra cost:

- a) assist with the elections of parent, teacher and staff governors
- b) give advice and support to governors taking on new roles
- c) maintain a file of relevant DfE and LA documents
- d) prepare briefing papers for the governing body
- e) And any other duties which reasonably fall within the purview of the post which may be allocated after consultation with the post holder.

It is accepted that currently in Wokingham the roles of clerks do vary, with some having more, or less, responsibility than outlined in the above model job description.

The intention of publishing a model is to provide a framework for discussion between clerks and governors to ensure that essential link between the clerk's role and the effective governing body.