**St Anthony's Catholic Primary School**
*An Academy School within The Catholic Academy Trust in South Hampshire*

## Job Description

## Clerk to the Governors

**ST ANTHONY'S CATHOLIC PRIMARY SCHOOL VISION STATEMENT**
**'Children in our heart, Christ at the centre'**
**'We love, we learn and we live'**

**Reporting to:** **Chair of Governors**

**Introduction:**
The clerk to the governing body will be accountable to the governing body, working effectively with the chair of governors and with the headteacher 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 confidential requirements.

**Meetings:**
The clerk to the governing body will

- Work effectively with the chair and headteacher before the governing body meeting to prepare a purposeful agenda which takes account of DfE, ESFA, Hampshire County Council and Diocesan issues and is focused on school improvement.
- Encourage the headteacher, chair and others to produce agenda papers on time.
- 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.
- Record the attendance of governors at the meeting via GovernorHub and take appropriate action re absences.
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting.
- Take notes of the governing body meetings to prepare minutes, indicating who is responsible for any agreed action.
- Record all decisions accurately and objectively with timescales for actions.
- Send drafts to the chair and Headteacher for amendment/approval by the chair.
- Copy and circulate the approved draft to all governors within the timescale agreed with the governing body.
- Advise absent governors of the date of the next meeting.
- Track electronically signed approved minutes are up to date as an archive record.
- Liaise with the chair, prior to the next meeting, to receive an update on progress of actions agreed previously by the governing body.
- Following approval of the minutes at the next meeting forward a copy to the Diocese where appropriate.
- Chair that part of the meeting at which the chair is elected.

**Membership:**
The clerk will

- Maintain a database of names, addresses and category of governing body members and their term of office.
- Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated governors.

- 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 governing body of any changes to its membership.
- Maintain governor meeting attendance records and advise the governing body of non-attendance of governors.
- Ensure a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school.
- Maintain a register of training completed by governors.
- Check with the LA and, where appropriate, the Diocese that DBS disclosure has been successfully carried out on all new appointees and re-appointees.

**Advice and information:**
The clerk will
- Advise the governing body on procedural issues.
- Have access to appropriate legal advice, support and guidance.
- Ensure that new governors have a copy of the DfE guide to the Law and other relevant information.
- Take action on governing body's agreed policy to support new governors, taking account of the Guidance for Headteachers and Chairs of Governors on Training Programmes for New Governors and induction materials/courses made available by Hampshire and the Diocese.
- Advise on the requisite contents of the school prospectus and parent Governor newsletter
- Ensure that statutory policies are in place and that a file is kept in the school of policies and other school documents approved by the governing body.
- Maintain records of governing body correspondence.

**Professional Development:**
The clerk will
- Successfully complete the Training Programme for Clerks to Governing Bodies or its equivalent.
- Attend termly briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting school governance.