**Ellwood Community Primary School**

**Job description / Person Specification**

 **Clerk to the Governing Body Committees**

Main purpose of role is to:

Provide advice to the governing body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in regards to exercising the governing body functions:

* Provide effective administrative support to the governing body and its committees.
* Ensure the governing body is properly constituted
* Manage information effectively in accordance with legal requirements

**Main responsibilities and tasks**

The clerk to committees will:

1. Provide advice to the governing body
* Support the governing body on governance legislation and procedural matters where necessary before, during and after meetings
* Act as a contact for governors with queries on procedural matters;
* Have access to appropriate legal advice, support and guidance and where necessary seek advice and guidance from third parties on behalf of the governing body;
* Inform the governing body/committee 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
* With support, ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
* Help create the annual calendar of governing body committee meetings and tasks
* Contribute to the induction of governors taking on new roles, in particular chair of a committee.
1. Effective administration of meetings
* With the chair and headteacher prepare a focused agenda for the governing body and committee meetings.
* Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations;
* 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.
* Draft minutes of governing body committee meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), the headteacher
* Circulate the reviewed draft to all governors (members of the committee), the headteacher (if not a governor) and other relevant body, such as the local authority as agreed by the governing body and within the timescale agreed with the governing body
* Follow up any agreed action points with those responsible and inform the chair of progress
1. Membership
* In collaboration with the Chair of Governors, Clerk to committees advise governors and appointing bodies 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
* Help maintain a record of training undertaken by members of the governing body; and
* Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
1. Manage Information
* Maintain up to date records of the names, addresses and category of governing body members and their term of office for the committee members.
* 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 a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
* In conjunction with the clerk to the full governing body and headteacher, ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, for example on the website
1. Personal Development
* Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice
* Keep up-to-date with current educational developments and legislation affecting school governance
* Participate in regular performance management
1. Additional Services

The clerk to committees may be asked to undertake the following additional duties:

* Clerk any statutory appeal committees/panels the governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing body will have to make an alternative arrangement
* Assist with the elections of parents and staff governors
* Maintain archive materials
* Prepare papres for the governing body, as necessary
* Perform such other tasks as may be determined by the governing body from time to time.