**Calday Grange Grammar School  
Job Description** 

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| Clerk to Governors | | |
| Scale |  | Pay Band G, Pt.19 – Pt.24 - £31,067 - £34,314 FTE  Actual salary - £3,466 - £3,915 (4.75 hours per week - Term Time) |
| Accountable to: |  | Chair of Governors and Headteacher |
| Liaising with: |  | The Chair of Governors, Governors, Headteacher, Teachers, parents, other school staff, Chairs of Committees and the Senior Leadership Team |
| **Job Purpose:** | | |
| Provide advice and guidance to the Governing Body on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of the Governing Body and its committees by providing:   * Administrative and organisational support; * Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for non-compliance; and, * Advice on the procedural matters relating to the operation of the Governing Body. * Ensure the continuity of Governing Body business and observe confidentiality requirements. | | |
| **Principal Duties and Responsibilities:** | | |
| **Clerk to Governors**  To advise the Governing Body on its core functions and Department for Education (DfE) governance advice, including the Academy Trust Governance Guide.   * Advise the Governing Body on relevant legislation and procedural matters where necessary before, during and after meetings. * To have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the Governors. * To inform the Governing Body of any changes to its responsibilities as a result of change in school status or changes in relevant legislation. * Advise the board on the regulatory framework for governance (relevant acts and regulations, articles of association, funding agreement and Academies Financial Handbook) * Offer advice on best practice in governance, including on committee structures both at board and academy level. * Advise the Governing Body on best practice in relation to its scheme of delegation for governance. * To ensure statutory policies are in place and revised when necessary, through liaison with relevant staff. * To advise on the annual calendar of Governor Body meetings and tasks. * To send new Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice. * To contribute to the induction of Governors taking on new roles, in particular chair or chair of a Governor group. * Identify priorities, anticipate issues that may arise and draw these matters to the chair’s attention and propose recommendations. * To keep current records of the names, addresses, categories, and terms of office of Governing Body members, and to notify the Governing Body of any membership changes. * To keep up-to-date copies of the current terms of reference and membership for any Governor groups, as well as any nominated governors, such as those for Child Protection. * To 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. * To maintain records of governing body correspondence. * To 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. * With the Chair and the Headteacher prepare a focused agenda for the Governing Body meeting and governor sub-committee meetings. * To 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. * To ensure meetings are quorate. * To record attendance of Governors at meetings and any apologies, and to take appropriate action in relation to absences, including advising absent Governors of the date of the next meeting. * To draft minutes of Governing Body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the Headteacher. * To circulate the reviewed draft to all Governors (members of the Governor group), the Headteacher and any other relevant body as required, within the timescale agreed with the Governing Body. * To follow up any agreed action points with those responsible for them and inform the progress to the Chairs of the Governors. * Maintain relevant filing, documents and archives.   **Membership**   * To advise Governors in advance of the expiry of a Governor’s term of office so elections or appointments can be organised in a timely manner. * Provide guidance on how the departure of Governors affects the skills matrix and overall capacity. * Perform a skills audit and determine any training needs. * Advise the Governors of the DfE’s recommendations and guidance in relation to members and trustees. * To preside over the portion of the meeting where the Chair is elected, offering procedural guidance on the conduct of this and other elections. * To keep a register of the Governing Body’s financial interests and ensure that the record of Governors' business interests is regularly reviewed and stored within the school. * To ensure Disclosure and Barring has been carried out on any Governor when it is appropriate to do so. * To maintain records of training undertaken by members of the Governing Body. * To maintain Governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance. * To advise the Governing Body on succession planning for all roles, including the Chair of Governors. * Ensure the Governing Body appoints from its numbers, individuals to oversee certain responsibilities such as health and safety and SEND.   **Additional Duties**   * To serve as the clerk for any statutory appeal committees or panels the Governing Body is required to establish, including those for Student Discipline, Staff Appraisal Appeals, Staff Dismissal Hearings, and Staff Dismissal Appeals. * To undertake any other tasks as requested by the Governing Body, as necessary. | | |
| **Support for the School**   * Support the overall ethos of the school as expressed through the schools Mission Statement. * Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, data protection, copyright etc, reporting all concerns to a line manager. * Be aware of, and support, difference and ensure equal opportunities for all. * Contribute to the overall aims of the school. * Undertake any duties, which may be reasonably regarded as within the nature of the responsibilities/grade of the post as defined. * To co-ordinate meetings in regard to the school’s complaints procedure. | | |

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| **Disclosure** |
| The Governing Body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding.  The post holder is subject to Enhanced Disclosure from the Disclosure Barring Service and any other statutorily required clearance. |
| **Other** |
| * This appointment is with the Governors of the school under the terms of a contract signed with the Governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation. * All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection. * All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition. * This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade. |