



## Clerk to the Governors Duties and Responsibilities

**Surrey Job Family:** Business Functions

**Assessed Grade:** Surrey Grade PS7

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

With regards to **meetings**, the Clerk to the Governing Body will:

- Work effectively with the Chair of Governors and Headteacher before the Governing Body meeting to prepare an agenda taking into account DFE and Local Authority issues and focusing on school improvement.
- Encourage the Headteacher and others to produce agenda papers on time.
- Produce, collate and distribute the agenda and papers to ensure Governors receive them 7-10 days before the meeting.
- Record attendance and take action regarding any absences.
- Advise the Governing Body on governance legislation and procedural matters.
- Prepare minutes of Governing Body meetings, indicating who is responsible for any agreed action.
- Record decisions accurately and objectively with timescales for action.
- Submit drafts to the Chair of Governors and Headteacher for amendment/approval.
- Issue the approved draft to all Governors within the agreed timescale.
- Advise absent Governors of the time, date and venue of the next meeting.
- Keep a record of minutes produced.
- Send a copy of the draft minutes, agenda and Headteacher's report to governors to Babcock4S.
- Chair that part of the meeting at which the chair is elected.
- Clerk Governing Body Committee meetings.
- Clerk appeal panels as required.
- Arrange and clerk extraordinary Governing Body meetings as requested.
- Compile an annual schedule of Governing Body and committee meetings in consultation with the Headteacher and Chair of Governors.
- Ensure in advance of each meeting that it will be quorate.

In terms of **membership** the clerk will:

- Maintain a database of names, addresses and category of governing body members and their terms 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 committee and working parties and nominated Governors.
- Advise Governors and appointing bodies of expiry of the term of office before the term expires so that elections or appointments can be organised in a timely manner.
- Inform the Governing Body and Babcock4S of any changes to its membership.
- Assist with succession planning of Governors and Chair of Governors.
- Liaise with the Link Governor regarding training required by the Governing Body.
- Maintain Governor meeting attendance records and advise the Governing Body of non-attendance of Governors.
- Advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged with the school.
- Check that Enhanced Disclosure and Barring Service (DBS) checks disclosure have been successfully carried out for all Governors.
- Prepare documents for Parent/Staff Governor elections.
- Liaise with the school Admin. Assistant to ensure that Governor information on the website is kept up-to-date.

With regards to providing **advice and information**, the Clerk will:

- Advise the Governing Body on procedural issues.
- Have access to appropriate legal advice, support and guidance.
- Have a copy of the Department for Education Governance Handbook, Competency Framework for governors and other relevant information.
- Manage the appointment of new and resignation of current Governors.
- Take action to support new Governors in line with the induction checklist and provide new Governors with an induction handbook.
- Remind Governors of the school visits they are required to undertake, coordinate visits, collate their reports and maintain a schedule of visits.
- Advise and support Governors taking on new roles.

In relation to **Professional Development**, the Clerk will:

- Attend termly briefings and participate in professional development opportunities.
- Keep up-to-date with current educational developments and legislation affecting school governors.

The Clerk will also organise termly Governor teas.

*The duties may vary to meet the changing needs and demands of the school at the discretion of the Headteacher in consultation with you.*

## The Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept, value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2017