

Clerk/PA Job description

Main purpose of role is to:

Provide advice to the trust board 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 trust board, governing bodies and their committees.
- Ensure the trust board, governing bodies and their committees are properly constituted
- Manage information effectively in accordance with legal requirements

Main responsibilities and tasks

1. Provide advice to the governing body

- Advise the trust board/governing body on governance legislation and procedural matters where necessary before, during and after meetings
- Act as the first point of contact for trustees/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 trust board/governing body
- Inform the trust board/governing body 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
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff
- Advise on the annual calendar of trust board/governing body meetings and tasks
- Send trustees/governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of trustees/governors taking on new roles, in particular chair or chair of a committee

2. Effective administration of meetings

- With relevant staff and the chair prepare a focused agenda for the trust board/governing body meeting and committee meeting
- 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 trust board/governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing body), relevant staff
- Circulate the reviewed draft to all governors (members of the committee), the head teacher (if not a governor) and other relevant body 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

3. Membership

- Advise trustees, 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
- Maintain a register of trustee/governor pecuniary interests and ensure the record of trustees/governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any trustee/governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the trust board/governing body
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- Advise the governing body on succession planning (of all roles, not just the chair)

4. Manage Information

- Maintain up to date records of the names, addresses and category of trust board/governing body members and their term of office, and inform the trust board/governing body and any relevant authorities of any changes to its membership
- 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;
- Maintain records of trust board/governing body correspondence
- 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

5. 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

6. Additional Services

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

- Clerk any statutory appeal committees/panels the trust board/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 parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfES), local authority and guidance documents
- Maintain archive materials
- Prepare briefing papers for the trust board governing body, as necessary

- Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies
- Perform such other tasks as may be determined by the trust board/governing body from time to time