**Clerk to the Governing Board, Chorleywood Primary School**

**Job Description**

The Clerk of the Governing Board will be accountable to the governing board, working effectively with the Chair of Governors, and with the headteacher and other governors. The Clerk will secure the continuity of governing board business and observe confidentiality requirements.

**Membership**

1. Maintain a database of names, addresses and category of governing board members and their

term of office.

1. Register a new Governor with Governance and initiate a welcome pack to newly appointed

 Governors.

1. Maintain copies of current terms of reference and membership of committee and working

 parities and nominated Governors e.g. literacy.

1. 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.

1. Advise and assist the Chair and Governing Board in holding Governors elections if necessary.
2. Maintain Governor meetings attendance records and advise the governing board of non-

 attendance of Governors.

1. Maintain a register of governing board pecuniary interests, reviewed annually and filed

 within the school.

8. Update the Edubase Government database on a three monthly basis.

**Governing Board and Committee Meetings**

1. Work closely with the Chair and Head to ensure the preparation of a purposeful agenda.
2. Encourage the GB and Head to produce agenda papers on time.
3. Produce, collate and distribute the agenda and papers at least seven days before the GB

 Meeting via Governor Hub.

1. Record attendance of Governors at the meeting and take appropriate action re absences.
2. Advise the Governing Board on procedural matters where necessary before, during or after

 the meeting.

1. Take notes during the GB meeting recording all decisions accurately and objectively with

 timescales for action and indicating who is responsible for any agreed action.

1. Send drafts to the Chair/ HT for approval/amendment, once agreed send to the Head prior to circulation.
2. Copy and circulate the approved draft to all Governors and advise Governors of the date of

the next meeting, update calendar on Governor Hub .

1. Keep an accurate archive record of the GB meetings (both electronically and paper copies

within the school) including all attachments. File the minutes of the FGB, IDC, F&P, HR and Quality of Education Meetings (approx. 15 meetings annually).

1. Circulate for approval the Governing Board Year Planner which includes a calendar of

 meetings for all committee and full GB Meetings for the school year.

**Advice and Information**

1. Advise the governing board on procedural issues.
2. Contact Herts for Learning should the clerk need additional advice, support and guidance.
3. Ensure that new Governors have a copy of DfE Guide to the Law and any other relevant

 information.

**Professional Development**

1. Complete the National Training Programme for Clerks to the Governing Bodies.
2. Attend termly briefings organised by Herts for Learning where Clerks are advised on

 developments and legislation affecting school governance.

3. Complete additional training where necessary, for example Complaints training, and

 complete a training review form.

**Occasional Duties**

On occasion undertake the following at an additional hourly rate.

1. Minute sensitive meetings between parents and the Head/Governors.
2. Any other ad hoc meetings that need minutes taken.