

Role Outline and Job Description: Clerk to the Local Governing Body

Main purpose of role is to:

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

- Provide effective administrative support to the local governing body
- Ensure the local governing body is properly constituted in line with the requirements of the MAT
- Manage information effectively in accordance with legal requirements
- Raise any issues of concern directly to the company secretary of the MAT

Main responsibilities and tasks

The clerk to the local governing body will:

1. Provide Advice to the Local Governing Body

- Advise the local governing body on legislation and procedural matters where necessary before, during and after meetings;
- Act as the first point of 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 local governing body;
- Inform the local 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 and self-evaluation;
- Ensure that statutory policies of the MAT are monitored when necessary, with the assistance of staff;
- Advise on the annual calendar of local governing body meetings and tasks;
- Send new governors induction materials and ensure they have access to appropriate documents, including the CES Code of Practice;
- Contribute to the induction of governors taking on new roles, in particular the Chair of the local governing body.

2. Ensure Effective Administration of Meetings

- With the Chair of the local governing body and headteacher of the academy prepare a focused agenda for the local governing body 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 local governing body members 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 local governing body meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair of the local governing body and the headteacher;
- Circulate the reviewed draft to all members of the local governing body, the headteacher, the Chair of the MAT board of directors, and the company secretary of the MAT, and within the timescale agreed with the local governing body;
- Follow-up any agreed action points with those responsible and inform the Chair of the local governing body of progress.

3. Monitor and Advise on Membership

- Advise members of the local governing body in advance of the expiry of their term of office, and inform the MAT company secretary, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the Chair of the local governing body is elected, giving procedural advice concerning conduct of this and other elections;
- Maintain a register of local governing body member pecuniary interests and ensure the record of their business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any member of the local governing body when it is appropriate to do so;
- Maintain a record of training undertaken by members of the local governing body;
- Maintain local governing body meeting attendance records, and advise the Chair of the local governing body of potential disqualification through lack of attendance;
- Advise the local governing body on succession planning (of all roles, not just the Chair of the local governing body), in conjunction with the company secretary of the MAT.

4. Manage Information

- Maintain up to date records of the names, addresses and category of local governing Body members and their term of office, and inform the local governing body, the company secretary of the MAT, and any relevant authorities of any changes to its membership;
- Maintain copies of current terms of reference and membership of any working parties and any nominated members of the local governing body 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 local governing body correspondence;

- Ensure copies of statutory policies and other school documents approved by the local 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 discussions led by the company secretary, with input from the Chair of the local governing body and the headteacher.

6. Additional Services

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

- Clerk any statutory appeal committees/panels the local governing body is required to convene: if the clerk is not contracted to set up and clerk these panels, the local governing body will have to make an alternative arrangement with advice from the MAT company secretary;
- Assist with the elections of parent governors;
- Participate in, and contribute to the training of members of the local governing body in areas appropriate to the clerking role;
- Maintain a file of relevant Department for Education (DfE), local authority, CES and NRCDES guidance documents in conjunction with the MAT company secretary;
- Maintain archive materials;
- Prepare briefing papers for the local governing body, as necessary;
- Conduct skills audits and advise on training requirements and the criteria for appointing new members to the local governing body relevant to vacancies;
- Perform such other tasks as may be determined by the local governing body from time to time.