Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH063 Grade E

Job Title :	Clerk to Governors

Main Job Purpose :	To support the Governing Body in the discharge of their functions in accordance with legislation.

	Main Duties
1.	To provide administrative and procedural support in order that meetings of the Governing Body are efficiently prepared for: - work with the Chair and Headteacher before the meeting to prepare a purposeful agenda - produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days before the meeting
2.	Take notes of Governing Body meetings to prepare minutes, recording all decisions accurately and objectively, indicating who is responsible for any agreed action and the agreed timescale.
3.	Prepare word processed draft minutes and arrange for approval/amendment by Chair and Headteacher before circulation to Governors and the LEA/Church or Foundation Authority.
4.	Maintain a database of names, addresses and category of Governing Body members and their term of office; and copies of current terms and their term of office; and copies of current terms of reference and membership of committees, working parties and “nominated governors” (e.g. for literacy)
5.	Inform the Governing Body of any changes in membership; initiate a welcome pack/letter being sent to newly appointed governors including details of term of office; remind governors and appointing bodies of the approaching expiry of term so that elections or appointments can be organised in a timely matter.
6.	Maintain governor meeting attendance records and advise the Governing Body of non-attendance records and advise the Governing Body of non-attendance of Governors; ensure a register of Governing Body pecuniary interests is maintained and reviewed annually

	Main Duties
7.	Advise the Governing body on governance legislation and procedural issues and matters such as the requisite contents of the school prospectus and annual report to parents.
8.	Ensure that statutory policies are in place and that records are maintained of policies and other school documents approved by the Governing Body, and of Governing Body correspondence.
9.	Support new Governors with information e.g. draw their attention to the DfES Guide to the Law, and induction materials/courses made available by the LEA and others.
10.	Keep up-to-date with current educational developments and legislation affecting school governance in order to provide pro-active support to the Governing Body.

Supervision and Management
The jobholder does not have regular responsibility for supervising staff.

Creativity and Innovation (i.e. Problem Solving)
The work is largely regulated by laid down procedures but within these the jobholder resolves problems entailed in, for example, developing systems for efficient filing and retrieval of documents, and for prompting required actions within relevant timescales; compilation of clear unambiguous minutes of meetings, word processing and presentation of Annual Governors Reports.

Key Contacts And Relationships	**Reason for Contact**
Governors	Informing them of meetings
Chair of Governors Headteacher	Discuss agenda for forthcoming meetings; obtain approval of minutes; advise on procedural issues
LEA Officers eg Governor Support, Human Resources	Seek advice/information eg setting up a meeting re a Personnel issue, or checking a new Governor has been CRB cleared
Parents	Annual report
School staff	Annual report; queries about dates of Governors meetings

Decision Making

Work is carried out within clearly defined rules and procedures, but within these the jobholder takes decisions such as deciding when to draw the Chair of Governors' urgent attention to a matter; and makes recommendations eg that a Governors term of office is terminated because they have missed meetings.

Resources

The jobholder is required to use resources with care but is not personally accountable for the safekeeping of physical or financial resources.

Working Environment

The work may be home based and/or the school office may be used.

Knowledge and Skills

The jobholder needs a good standard of practical knowledge and skills in administration and secretarial support, and the ability to absorb regulations and procedural information and communicate this.