



Martley CE Primary School

JOB DESCRIPTION

Post Title:	Clerk to the Governors (Statutory duties)
Scale/Grade:	Payment Range 3 (£10.72 - £12.22 hourly rate, dependent upon experience/years service)
Reporting To:	THE GOVERNING BODY
Hours:	approx. 93 hours annually.

(To be worked as directed by the Chair of Governors this will include attendance at all Full Governor and Committee meetings as well as preparation and administrative tasks for the Governing Body)

Responsibilities, Duties and Tasks:

- To convene meetings in accordance with the directions of the Governing Body or the Chair of Governors/Vice-Chair of Governors
- To receive the details of the names and usual places of residence of those appointed to the Governing Body
- Before any meeting at which the Chair of Governors or Vice Chair of Governors is to be elected to invite members of the Governing Body to inform the Clerk whether they are willing to stand for election as Chair of Governors or Vice-Chair of Governors
- To inform members of the Governing Body of those self nominations prior to the meeting at which the election will take place
- To act as Chair of Governors of the Governing Body during that part of any meeting at which a Chair of Governors is to be elected (but without having a casting vote)
- Upon receipt of the correct written notice of at least three members of the Governing Body, to convene the meeting they have requested and to give signed notice of such a meeting and a copy of the agenda to each member of the Governing Body, the Headteacher and the LA (normally with seven clear days notice)
- To convene a further meeting where a meeting is or becomes inquorate (see A Guide to the Law for School Governors) and therefore does not take place or terminates before all the business of the agenda is dealt with, or where the Governing Body resolves to terminate such a meeting prematurely. Such a meeting should take place as soon as reasonably practicable in accordance with the dates and times set by the Governing Body. All members not present at the first meeting should be notified of the situation
- To receive a) written notification of the resignation of a Governor from office, b) written notification of the resignation of a Chair of Governors or Vice Chair of Governors of the Governing Body
- Give notice, as soon as reasonably practicable to the person or body (consult Governor Services) entitled to appoint a replacement, where a vacancy of an appointed member of the Governing Body arises

- To work with the Chair of Governors of Governors and the Headteacher on the contents of the Agenda and the supporting papers for each meeting of the Governing Body.
- To prepare and send out the papers to the Governing Body providing at least seven clear days notice
- To attend Governors' meetings and to take accurate notes from which to prepare the minutes
- To ensure that the Governing Body fixes the dates of future meetings and that the LA is informed
- To write, produce and send copies of the draft minutes to the Chair of Governors for approval within 5 working days of the meeting
- To distribute the draft minutes to Governors after they have been checked by the Chair of Governors within 10 working days of the meeting
- To ensure the draft minutes become approved at the next appropriate meeting of Governors and are appropriately initialled
- To forward the minutes pro forma to Governor Services, as required
- To record the attendance of Governors at meetings and provide information to the Chair of Governors if any Governor may become disqualified through non-attendance
- To check on the dates of expiry of terms of office and provide information to the Governing Body as necessary
- To inform the Chair of Governors and the LA of any resignations or appointments and ensure that action is taken to fill a vacancy
- To deal with correspondence on the appointments of co-opted Governors
- To maintain relevant files and records of correspondence and documents
- To archive records annually
- To liaise with the Diocese as appropriate for a Church of England school.
- To attend and support meetings of committees of the Governing Body when requested to do so.
- To set up Governors' hearings, interviews and appeal committees and to act as Clerk if required.
- To advise the Governing Body on standing orders and administrative and procedural matters where necessary during the meeting.
- To advise the Governing Body on where to obtain relevant advice and information.
- To take significant responsibility in the in the preparation of agendas and the management of paperwork following meetings.

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

The successful candidate will be subject to an enhanced Disclosure and Barring Service check.