



**St. Peter's Catholic Primary School**  
Horton Road  
Gloucester  
GL1 3PY

Headteacher: Mrs C. Baron  
Chair of Governors: Mr C. Aspinall

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## CLERK TO GOVERNORS JOB DESCRIPTION

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Clerk to Governors: GRADE 6 Pts 15 - 20 Salary £23,541 - £25,991 part-time, pro rata

Reporting to: Chair of Governors & Headteacher

Hours: **156 hours per annum (4.1 hours per week, term time only)**

The hours per annum are based on-

**Six Full Governing Body meetings per year (36 hours per annum).**

Six hours per meeting: 2 hours for the meeting and the 4 hours for preparation and distribution of paperwork, responding to and sending out all governor related emails, recording minutes, maintenance of Governor hub, filing of paperwork etc.

**Six Resources, Five Quality & Standards and Four Mission & Ethos meetings per year (82 hours per annum).**

Resources and Quality & Standards meetings: 6 hours per meeting to include preparation etc. Meetings start at 5pm.

Mission & Ethos meetings: 4 hours per meeting to include preparation etc. Meetings start at 3.30pm.

**One hour per week, term time only (38 hours)**

These hours are for matters outside of governor meetings and may include (but is not limited to) – Policy maintenance, governor attendance register, updates on Get Information About Schools

### Main purpose of role is to:

Provide advice to the Governing Body on governance, constitutional and procedural matters. The new regulations require governing bodies to have regard to advice from the clerk in

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regards to exercising the Governing Body functions:

- Provide effective administrative support to the Governing Body and its committees.
- Ensure the Governing Body is properly constituted.
- Manage information effectively and confidentially in accordance with legal & diocesan requirements.
- Support the Catholic ethos of the school and ensure that that all requirements relating specifically to the governance of a Catholic school are carried out.

### **Main responsibilities and tasks**

The clerk to the Governing Body will:

1. Provide advice to the Governing Body

- Advise the Governing Body on governance 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 Governing Body;
- Inform the 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
- Advises on the annual calendar of Governing Body meetings and tasks
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee

2. Effective administration of meetings

- With the Chair and Headteacher prepare a focused agenda for the 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 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), the headteacher

- Circulate the reviewed draft to all governors (members of the committee), the headteacher and other relevant body, such as the local authority/diocese/foundation/trust 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 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 governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly and lodged within the school;
- Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- Maintain a record of training undertaken by members of the Governing Body; and
- 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)
- Assist the Headteacher with the elections of parent and staff governors

### 4. Manage Information

- Maintain up to date records of the names, addresses and category of Governing Body members and their term of office, and inform the Governing Body and any relevant authorities of any changes to its membership
- Maintain GIAS (Get Information about Schools) – Governance website
- 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 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
- Using and updating information onto Governorhub

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 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
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities guidance documents
- Maintain archive materials
- Prepare briefing papers for the 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 Governing Body from time to time

**General Accountabilities**

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises / work areas for which the postholder is responsible, to maintain a safe working environment for employees.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the School and its commitment to equal opportunities.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards