

JOB DESCRIPTION

Job Title
Clerk to Governors
Salary Range
3-6 (Grade C)
Line Management Responsibility
None
Line Manager
Headteacher
Base Location
School
Purpose of Role
To advise the Local Governing Board on constitutional matters, duties and powers working within the broad legislative framework. To support the Headteacher and Local Governing Board in the role of Clerk at meetings and to ensure continuity of business and membership. To liaise between the CAST Board Clerk and the Local Governing Board as required.
Key Accountabilities
<ul style="list-style-type: none"> • Advise the Local Governing Board on all constitutional and procedural matters, in accordance with the Trust Scheme of Delegation. • Work with the Chair of Governors and CAST Governance Officer to prepare agendas for meetings and circulate all papers to Governors at least one week prior to meetings. • Attend the meetings of the Local Governing Board, and any focus group meetings, record the minutes and within one week of that meeting agree draft minutes with the Chair of Governors. To then share draft minutes with all members of the Local Governing Board within 2 weeks of the meeting. • Ensure that action on the minutes of the Local Governing Board is taken in accordance with their wishes. • Ensure that information requested by the Local Governing Board, CAST Board or

Diocese is duly supplied.

- Submit all letters and correspondence received and circulate as required.
- Inform the Governors, Headteacher, CAST Board, Trustees and Diocese of all vacancies on, and new appointments to, the Local Governing Board. To take such action as is necessary to ensure that any vacancies are filled and write to all new Governors to confirm their appointment and term of office.
- Maintain Register of Pecuniary Interests for Governors.
- Perform such other reasonable duties as directed by the Local Governing Board.

Knowledge and Experience

- Aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Experience of working in a busy office providing efficient general administrative support.
- Experience of using and maintaining ICT hardware such as printers, faxes and photocopying machines.
- Excellent interpersonal skills that enable the post holder to remain calm under pressure and work efficiently to deadlines by prioritising workloads.

Personal Qualities

- An effective role model for the standards of behaviour expected of students.
- Can establish constructive relationships and communicate with other professionals or external agencies, as required.
- Can recognise own strengths and areas of expertise and use these to advise and support others.
- Ability to work from instruction, making some decisions involving the use of initiative, and to identify emerging problems and situations referring on to others as appropriate.
- Experience of working co-operatively with others to deliver successful outcomes for Plymouth CAST.
- Developed interpersonal and communication skills to build a rapport, with empathy to work with all levels and competencies.
- Tactful and discreet, with the ability to maintain confidentiality at all times.

- Able to provide customer service in a professional manner.
- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church.

Expected Outcomes

- Attend and participate in regular meetings.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Provide all information required by the CAST Board as requested through the Trust Governance Officer.
- Ensure the Local Governing Board are up to date with all Trust news and support the them in implementation of any changes as instructed.
- Attend Clerk Training Sessions and Governor Briefings as necessary.
- Ensure Governance information is compliant on the School Website and with DfE requirements (Get Information About Schools).
- Clerk any statutory meetings (such as panel hearings) as needed.
- Maintain a Policy Review Cycle and ensure all required polices are posted on the school website, both Trust wide polices and school owned polices.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.

With regard to Meetings, the Clerk will:

- Work effectively with the Chair and Headteacher (or other senior officer) before the Governing Body meeting to prepare and agenda taking account of DCSF, LA and the Diocese issues and focusing on school improvement.
- Encourage the Headteacher and others to produce agenda papers on time.
- Produce, collate and distribute the agenda and papers to ensure recipients receive them at least 7 days before the meeting.
- Record attendance and take action regarding absences.
- Advise the Local Governing Board on governance legislation and procedural matters.

- Prepare minutes of Local Governing Board meetings indicating who is responsible for any agreed action.
- Record decisions accurately and objectively with timescales for action.
- Submit drafts to the Chair and Headteacher for amendment/ approval within 7 days of the meeting.
- Issue the approved draft to all Governors within 14 days of the meeting.
- Advise absent Governors of the time, date and venue of next meeting.
- Keep a record of minutes produced.
- Liaise with the Chair prior to the next meeting to receive an update on progress of agreed actions.
- Ensure the agreed minutes of meetings are shared with the CAST Board through the Trust Governance Officer.
- Chair that part of the meeting at which the Chair is elected.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.