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**JOB DESCRIPTION – CLERK TO THE GOVERNORS**

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

# TITLE

Clerk to the Governors

The hours for this post are irregular due to the duties and nature of the post. Therefore, the post holder must be flexible in their approach to the post and able to attend evening and/or daytime meetings at the school. Be able to attend ad hoc panel meetings. Regularly carry out administrative duties on their own initiative and meet deadlines set by law and governing body.

# PURPOSE OF JOB

1. To provide administrative and organisational support for all Council of Management meetings and committee meetings and ensure all follow up action has been taken
2. To work closely with the Head, Chair of Council and other council members on identified tasks.
3. To provide advice to the Head and council members on constitutional and procedural matters.

# RELATIONSHIPS

Accountable to the Head and Chair of Council.

# RESPONSIBILITIES AND KEY TASKS

Advice to the Council of Management

1. Advise the Council of Management on its core functions, considering the Governance Handbooks, Articles of Association and Scheme of Governance.
2. Advise the Chair of Council on procedural matters where necessary before, during and after meetings.
3. Send new council members induction materials and ensure they have access to appropriate documents, including Governors’ Handbook.

1. Identify priorities, anticipating issues which may arise and drawing these matters to the Chair of Council’s attention and proposing recommendations.
2. Ensure arrangements are in place to convene a panel of council members for any complaint, when appropriate within statutory time limits and policy requirements; liaise with attendees to arrange meetings and papers for distribution; if required, attend meetings, take accurate notes to prepare minutes and inform participants of decisions.

Administration of Meetings

1. With the Chair of Council or Chair of Committee and Head, produce an agenda for the various Council and Committee meetings throughout the year.
2. Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required.
3. Ensure that all members of the Council of Management have access to relevant information.
4. Monitor meetings to ensure they are quorate. If they are not advise council members appropriately.
5. Record attendance of council members at meetings, taking appropriate action in relation to absence.
6. Draft minutes, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair of the Council or Chair of Committee and Head.

1. Circulate the reviewed minutes to all Committee members, within the required timeframe.

1. Follow-up any agreed action points with those responsible.

Membership

1. Advise council members in advance of the expiry of terms of office.
2. Support the process, as necessary, for the election and appointment of council members.
3. Collate and maintain relevant information about council members, such as any pecuniary interests, and ensure this information is publish as required.
4. Work with the HR Assistant to ensure Disclosure and Barring checks (DBS) have been carried out for any new council members.

1. Maintain an appropriate record of training undertaken by council members.
2. Advise the Nominations Committee on succession planning for all roles

Manage Information

1. Maintain up to date records of the names, addresses and category of governors and their term of office along with any changes to the membership
2. Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies
3. Develop and maintain effective professional working relationships with all required stakeholders
4. Undertake appropriate and regular training and development
5. Keep up-to-date with current educational developments and legislation affecting school governance
6. Understand the nature of this role and ensure confidentiality
7. To undertake any other duties consistent with the nature and responsibility of the role which the Head may, from time to time, determine.

September 2021