



KEW RIVERSIDE PRIMARY SCHOOL

37 Courtlands Avenue, Kew, TW9 4ES
Telephone: 020 8487 8437

Headteacher: Liz Strong
Email: info@kewriverside.richmond.sch.uk

Kew Riverside Primary School - Clerk to the Governors: Job Description

Introduction

The clerk will be accountable to the governing body (GB), working effectively with the chair of governors, the headteacher and all other governors. The clerk will be responsible for advising the GB on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of the GB business and observe confidentiality requirements.

Main Duties and Responsibilities

Meetings

The clerk will:

- Attend all the full GB and committee meetings held during the academic year
- Work effectively with the chair and headteacher before GB meetings to prepare a purposeful, targeted agenda which takes account of DfE and local authority issues and is focused on school priorities and overall school improvement
- Encourage the headteacher and others to produce agenda papers on time
- Produce, collate, and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting
- Record the attendance of governors at the meeting and take appropriate action regarding absences
- Ensure absences with/without apologies are minuted accordingly
- Advise the GB on governance legislation and procedural matters where necessary before, during and after the meeting – it would be expected that the clerk would demonstrate sound knowledge and expertise in interpreting and applying the legislation
- Take notes of the GB meetings to prepare minutes, including indicating who is responsible for any agreed action
- Record all decisions accurately and objectively with timescales for actions. Equally, record evidence of effort and success.
- Ensure that the minutes record the impact that the work of the governing body is having upon the school and evidence of the GB holding the school to account
- Send drafts to the chair and headteacher for amendment /approval by the chair
- Copy and circulate the approved draft to all governors within the timescale agreed with the GB – generally within two weeks of the meeting



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- Minute confidential items appropriately and are distributed sensitively
- Keep a minute book, or file of signed minutes, as an archive record held at the school
- Liaise with the chair, and headteacher prior to the next meeting to receive an update on progress of actions agreed previously by the GB
- Forward a copy to the local authority and place a copy on the school's website following the approval of the full GB minutes at the next meeting

Advise the GB about the election of the Chair to maximise transparency. Chair that part of the meeting at which the chair is elected if the existing chair is not available

Membership

The clerk will:

- Maintain a database of names, addresses and category of GB members and their terms of office
- Maintain copies of current terms of reference and membership of committee and working parties and nominated 'named' governors i.e. Safeguarding
- Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised in a timely manner
- Inform the local authority of any changes to the GB membership, and ensure details are updated on the school's website in line with statutory requirements
- Maintain governor meeting attendance records published on the school website in line with statutory regulations and advise the chair of non-attendance of governors so that any persistent offenders can be dealt with appropriately.
- Maintain a register of GB pecuniary interests – ensure this is reviewed annually and lodged within the school
- Ensure the school administers DBS and Section 128 checks for all governors in a timely manner. For new governors, such checks to be initiated within 2 weeks of joining the GB.
- Advise the GB in relation to any constitutional changes and liaise with the local authority when amending the Instrument of Government
- Be responsible for overseeing and maintaining the GB skills audit. Work with the GB to identify ways in which it can self-evaluate and highlight relevant documentation and other sources of evidence (e.g. senior leadership, staff, parents, pupils) to support and challenge their conclusions.

Advice and Information

The clerk will:



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- Be completely familiar with the key features of effective governance and understand how to help the GB achieve that
- Advise the GB on procedural matters
- Establish systems to ensure the GB's compliance with relevant legal frameworks, contractual obligations, and governance requirements
- Have access to appropriate legal advice, support, and guidance
- Ensure that new governors have received from Achieving for Children (AfC) the induction pack
- Advise on the requisite content on the school website
- Ensure that all statutory policies are in place, reviewed on an annual basis and that a file is kept in the school of policies and other school documents approved by the GB
- Deal with (when appropriate) and maintain records of GB correspondence
- Liaise with AfC Governor Support
- Inform governors of training events
- Record governors' training
- Maintain governance documentation so that it is readily accessible to those entitled to view it (e.g. governor school visit reports)

Occasional Extra Duties – as negotiated with the GB

The clerk may:

- Assist with the elections of parent and staff governors
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role
- Update professional and procedural knowledge through attending training sessions and briefings
- Clerk any statutory appeal or grievance panels the GB is required to convene
- Co-ordinate and clerk governor panels specifically dealing with school complaints, in line with the school's published and agreed procedures and policy

Professional Development

The clerk will:

- Successfully complete the National Training Programme for Clerks to the Governing Body
- Attend termly briefings and participate in professional development opportunities
- Keep up to date with current educational developments and legislation affecting school governance
- Attend safeguarding training.