

## Clerk to Governors

To provide advice to the governing bodies on governance, constitutional and procedural matters, with specific focus on the following areas:

- Provide effective administrative support to the governing bodies.
- Prepare agendas and take minutes for each of the three governing bodies at evening meetings; each governing body meets three times a year.
- Ensure the governing bodies are properly constituted.
- Manage information effectively in accordance with legal requirements and within the policies of the Preston Hedge's Academy Trust.

### Main responsibilities and Tasks

#### Meetings

- Provide advice to the governing bodies on governance legislation, best practice and procedural matters where necessary before, during and after meetings.
- Act as the first point of contact for governors with queries on procedural matters.
- Ensure that all meetings are effectively administered by liaising with the chair and Principal to prepare the agenda, distributing this to all governors in a timely manner.
- Ensure meetings are quorate.
- Draft minutes of governing body meetings in the preformat prescribed by local governing bodies, ensuring that any actions are recorded and sent to Chairs of governors and Principals in a timely manner. Circulate the reviewed draft to all governors and Principals within the timescale agreed and maintain a record of final signed minutes of meetings in school.
- Recording the attendance of governors and advising any potential issues with attendance to the chair.
- When necessary and with prior agreement clerk and set up any statutory appeal committees/panels the governing body is required to convene.
- Be flexible and minute twilight meetings.

#### Policies and Administration

- Support the governing bodies with any local policies and that of the wider Trust, ensuring that statutory policies are in place and are revised when necessary. Ensure copies of policies and other school documents approved by the governing bodies are kept in the school.

#### Newly Appointed Governors & Training

- Assist with the elections of parent and staff governors, advising the Chair with careful consideration of the skills audit.

- Contribute to the induction of governors taking on new roles, ensuring that those new to post have the relevant induction materials and access to appropriate documents, including any agreed Code of Practice.
- Maintain a record of training undertaken by members of the governing bodies and ensure that monitoring visits are recorded and circulated prior to meetings.
- Maintain membership of any working parties including any nominated governors e.g. Safeguarding, SEND and Pupil Premium.

#### **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 the 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 kept up to date on school websites.
- Maintain up to date records of the names, addresses and category of governing body members and their term of office.

#### **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.