

**The Governing Body of Pebworth & Blackminster Schools Federation**

## **Role of Clerk to the Governing Body**

The main purpose of role is to: Provide advice to the governing body on governance, constitutional and procedural matters.

### **Main responsibilities**

- Provide effective administrative support to the governing body and its committees.
- Ensure the governing body is properly constituted.
- Manage information effectively in accordance with legal requirements.
- 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 through the federation's partnership with the Local authority 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 because 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 and governors.
- 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 the federation Governing Body Code of Practice.
- Contribute to the induction of governors taking on new roles, in particular chair or chair of a committee.
- 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 to ensure that participants in meetings have an opportunity to read the documents to be able to contribute effectively to meetings.
- 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.
- Circulate advice and guidance from the Local Authority that is relevant for governors such as Clerks briefings.

Based on Guidance from The National Governors Association 2015.