



Application Pack for Appointment of Clerk to Governors

Timescale

Closing date: 26th January 2024

Interviews: w/c 29th January 2024 (or sooner if suitable applications received)

How to contact us

Should you have any queries or wish to have an informal discussion about this post, please contact Annette Tomsett, Business Manager by email to sbm@westgreenprimary.com

How to apply:

Please complete the application form and email this to sbm@westgreenprimary.com or post to Headteacher, West Green Primary school, West Green Drive, West Green, Crawley, Sussex, RH11 7EL

West Green Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment.

All appointments are subject to pre-employment checks, including an enhanced Disclosure and Barring Service with barred lists check.

In line with guidance in 'Keeping Children Safe in Education' any shortlisted candidates will be subject to online searches as part of due diligence ahead of interview.

West Green is committed to equal opportunities; we welcome applications regardless of ability, age, gender, ethnicity, sexual orientation or religion.



Clerk to Governors

Start date: ASAP

Hours: As required but likely to equate to 2-3 hours per week
Salary WSCC Grade 4, point 5 £23,500 (pro rata)

The Governors of West Green Primary School are seeking to appoint a well-organised and reliable clerk to provide effective and confidential administrative support. This post involves record keeping, preparing and circulating agendas and associated paperwork, taking minutes at meetings, liaising with governors and school staff, and working with the Chair in maintaining the smooth and efficient running of the governing board.

The governors' meeting dates are planned on a yearly calendar. Meetings take place during the school day or in the early evening and last about two hours. The clerk makes sure that all relevant documentation is circulated well in advance, and minutes the meetings.

The workload is variable as governors may need additional meetings from time to time and applicants must be prepared to work flexibly and electronically. The majority of the preparation work can be done from home and be circulated electronically.

West Green Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

Clerk to Governors

Job Description

Hours of Work:	As required
Pay Scale:	Grade 4 Point 5 Pro rata of £23,500 (for hours worked)
Line Manager:	Chair of the Governing Body

Main purpose of role is to:

Provide advice and guidance to the governing board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning a governing board and its committee by providing;

- ♣ Administrative and organisational support;
- ♣ Guidance to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and
- ♣ Advice on procedural matters relating to the operation of the board

Main responsibilities and tasks

The clerk to the governors will:

1. Provide advice to the governing board

- ♣ Advise the governing board on its core functions and Department for Education governance advice, including the Governance Handbooks and Competency Framework for Governance
- ♣ Advise the governing board on governance legislation and procedural matters where necessary before, during and after meetings
- ♣ Know where to access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing board
- ♣ Inform the governing board of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation
- ♣ Advise the board on the regulatory framework for governance (Maintained School Regulations/Academies, Company Law, Charity Law, Articles of Association and Funding Agreement)
- ♣ Offer advice on best practice in governance, including on committee structures and self-evaluation
- ♣ Ensure that statutory policies are in place, and that staff revise them when necessary
- ♣ Advises on the annual calendar of governing board meetings and tasks
- ♣ Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct
- ♣ Contribute to the induction of governors taking on new roles, in particular chair of the board or chair of a committee
- ♣ Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations

2. Effective administration of meetings

- ♣ With the chair and head teacher, prepare a focused agenda for the governing board 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 the articles of association
- ♣ 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
- ♣ Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing board), the head teacher
- ♣ Circulate the reviewed draft to all governors/members of the committee, the head teacher (if not a governor) and other relevant board, such as the local authority/diocese/foundation/trust as agreed by the governing board and within the timescale agreed with the governing board
- ♣ Follow-up any agreed action points with those responsible and inform the chair of progress

3. Membership

- ♣ Advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the board's capacity and skills mix
- ♣ Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment 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
- ♣ Collate and maintain information about governors such as any pecuniary interests and where required publish this information on the school's website
- ♣ Ensure Disclosure and Barring (DBS) has been carried out on any governor when it is appropriate to do so
- ♣ Maintain a record of training undertaken by members of the governing board; and
- ♣ Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance
- ♣ Advise the governing board on succession planning (of all roles, not just the chair)

4. Manage Information

- ♣ Maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board and any relevant authorities of any changes to its membership
- ♣ Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. SEND
- ♣ Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings

- ♣ Maintain records of governing board correspondence
- ♣ Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the school website

5. People and relationships

- ♣ Develop and maintain effective professional working relationships with the chair, the board and executive leaders
- ♣ Contributions to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development

6. Personal Development

- ♣ Undertake appropriate and regular training to maintain his/her knowledge and improve practice
- ♣ Keep up-to-date with current educational developments and legislation affecting school governance
- ♣ Participate in regular performance management

7. Additional Services

The clerk may be asked to undertake the following additional duties:

- ♣ Clerk any statutory appeal committees/panels the governing board is required to convene: if the clerk is not contracted to set up and clerk these panels, the governing board will have to make an alternative arrangement
- ♣ Assist with the elections of parent and staff governors
- ♣ Maintain a file of relevant Department for Education (DfE), local authority guidance documents
- ♣ Maintain archive materials
- ♣ Prepare briefing papers for the governing board, as necessary
- ♣ Conduct skills audits and advise on training requirements
- ♣ Perform such other tasks as may be determined by the governing body from time to time



Person Specification

This person specification lists the competencies expected of an experienced/fully trained clerk. The letters in brackets provide guidance for the appointment of new clerks.

E = Essential D = Desirable

Skills, knowledge and aptitudes: the clerk should be able to provide evidence of the following:

- Good listening, oral and literacy skills. (E)
- Writing agendas and accurate concise minutes. (D)
- ICT including keyboarding skills. (D)
- Organizing their time and working to deadlines. (E)
- Organizing meetings. (D)
- Record keeping, information retrieval and dissemination of governing body data/documentation to the Governing Body and relevant partners. (E)
- Using the Internet to access relevant information. (D)
- Developing and maintaining contacts with outside agencies e.g. departments of the LA and the DfE. (D)
- Knowledge of Governing Body procedures. (D)
- Knowledge of educational legislation, guidance and legal requirements. (D)
- Knowledge of the respective roles and responsibilities of the Governing Body, the Headteacher, the LA, and DfE. (D)
- Knowledge of Data Protection legislation. (D)

Qualifications and training: the clerk should:

- Be able to demonstrate a willingness to attend appropriate training and development. (E)
- Have already attended or make a commitment to attend the National Training programme for Clerks or its equivalent. (D)

Experience: clerks should be able to produce evidence of:

- Relevant personal and professional development. (D)
- Working in an environment where experience included taking initiative and self-motivation. (D)
- Working as a member of a team. (D)

Personal attributes: the clerk should:

- Be a person of integrity. (E)
- Be able to maintain confidentiality. (E)
- Be able to remain impartial. (E)
- Have a flexible approach to working hours. (E)
- Be sympathetic to the needs of others. (E)
- Have an openness to learning and change. (E)
- Have a positive attitude to personal development and training. (E)
- Have good interpersonal skills. (E)

Special requirements: the clerk should:

- Be able to work at times convenient to the Governing Body, including evening meetings. (E)
- Be able to travel to meetings. (E)
- Be available to be contacted at mutually agreed times. (E)

Benefits of the job

- Involvement with the community.
- Financial remuneration.
- Increased knowledge and understanding of schools and education.
- Personal development and satisfaction.