

## JOB DESCRIPTION

<b>CLERK TO THE GOVERNING BODY</b>	
<b>Scale</b>	E – Points 4-6
<b>Hours</b>	110 hours per annum
<b>Section</b>	Support Staff
<b>Responsible to</b>	Headteacher
<b>Responsible for</b>	This position has no responsibility for line management

<b>Job Purpose</b>	<p>Responsible to the governing body for the provision of clerical/administrative support and detailed guidance to enable the governing body to act efficiently, effectively and legally, giving advice to the Chair and governors on a wide range of governance matters.</p> <p>Provide proactive management of governing body business in support of the Chair and governing body.</p>
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<b>Duties &amp; Responsibilities</b>	<p>The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.</p>
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Advise the governing body on the conduct of governing body meetings and on all procedural matters within the School Governance Regulations, including advising and prompting the Chair on specific actions required at meetings. Provide advice and guidance to the Chair and governors on issues arising from the School Governance Regulations and associated Regulations, including giving detailed advice about the role and responsibilities of the governing body.

Obtain and receive advice/information from the LA/Legal Services

Develop a draft plan of governing body business for the forthcoming year

Summon all meetings of the governing body, including:

- drawing up the agenda following consultation with the Chair and Head
- preparation of supporting papers as required
- distributing the agenda and papers

Attend all meetings of the governing body and additional meetings as agreed, including governors' meetings with parents where held

Record and draft minutes, for agreement by Chair.

Distribute minutes

Deal with correspondence arising from meetings, in consultation with Chair (and Head as appropriate)

Ensure Chair receives all relevant letters and communications, dealing with associated correspondence as appropriate

Ensure governing body is informed of relevant matters and communications.  
Ensure information requested is supplied

Maintain details of governors and their terms of office

Inform governors, Head and other officers of all changes to governing body, including appointment of Chair and Vice-Chair

Notify vacancies to relevant person(s)  
Administer governor elections

Participate, if required, in the school's interoperability program

Participate in the school's appraisal process

Perform any other reasonable tasks within the range of the salary grade

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.**

**COMMITTED TO EQUAL OPPORTUNITIES**