

# **STOCKHAM PRIMARY SCHOOL**

Stockham Way, Wantage, Oxon OX12 9HL, Tel: 01235 764407,  
[www.stockham.oxon.sch.uk](http://www.stockham.oxon.sch.uk).

Office.2583@stockham.oxon.sch.uk



## **Job Description – Clerk to Governors**

<b>Job Title</b>	Clerk to Governors
<b>Salary Grade</b>	8 (£13.18- £14.63 per hour)
<b>Hours</b>	Approximately 95 hours per year including attendance at meetings (virtual and face-to-face) and preparation and follow-up of meetings and other administrative tasks
<b>Accountable to</b>	Governing Body through Chair of Governors

### **List of duties**

#### **Meetings:**

- To work effectively with the Chair of Governors and head teacher before every FGB meeting (full governing body and committees) to prepare a purposeful agenda which takes account of LA and DfE requirements, and is focused on school improvement.
- To work with the Chair of Governors and others to produce agenda papers on time. To produce, collate and distribute the agenda and papers so that recipients receive them at least seven days before the meeting.
- Record attendance of governors at the meeting and take appropriate action as regards absences.
- Advise the governing body on governance legislation and procedural matters where necessary before, during and after the meeting. Take notes of the governing body meetings to prepare minutes, indicating who is responsible for any action agreed. Record all decisions accurately and objectively with timescales for actions.
- Send drafts to the Chair and head teacher for amendment/approval by the Chair. Copy and circulate the approved draft to all governors within the timescale agreed with the governing body. Keep a file of signed minutes as an archive record.
- Liaise with the Chair, prior to the next meeting, to receive an update on progress of actions agreed previously by the governing body.
- Chair that part of the meeting at which the Chair is elected.
- 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.

#### **Membership:**

- Maintain a database of names, addresses and categories of governing body members and their term of office. Initiate a welcome pack/letter being sent to newly appointed governors including details of terms of office.
- Maintain copies of current terms of reference and membership of committees and working parties and nominated link governors. Advise governors and appointing bodies of expiry of the term of office before the term expires so elections or appointments can be organized in a timely manner.
- Inform the governing body of any changes to its membership. Maintain governor meeting attendance records and advise the governing body of non-attendance of governors. Ensure this information is kept up-to-date on the school's website.

- Ensure a register of governing body pecuniary interests is maintained, reviewed annually and lodged within the school and posted on its website. Confirm with the school that DBS (Disclosure and Barring) checks have been successfully carried out on all new appointees and re-appointees.
- Maintain a record of training undertaken by members of the governing body.

#### **Advice and Information:**

- Advise the governing body on procedural issues. Have access to appropriate legal advice, support and guidance and ensure that new governors have all the relevant information required to carry out their role.
- Take action on the governing body's agreed policy to support new governors, taking account of the guidance provided by OCC.
- Ensure that statutory and non-statutory policies are in place (using the school's Policy Tracker) and that a file is kept in school of policies and other school documents approved by the governing body. Maintain records of governing body correspondence.

#### **Professional Development:**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up-to-date with current educational developments and legislation affecting school governance.

#### **Other duties:**

- Assist with the elections of parent and staff governors.
- Give advice and support to governors taking on new roles such as Chair of Governors or chair of committee. Participate in, and contribute to, the training of governors in areas appropriate to the clerking role.
- Maintain a file of relevant DfE and local authority documents and of archive materials.
- Prepare briefing papers for the governing body, as necessary. Leading on the production of schedules of business including the cycle of agenda items for the meetings of the governing body and committees as appropriate.
- Other duties compatible with the post as agreed with the head teacher or Chair of Governors.

*At Stockham School we are committed to inspiring, challenging and safeguarding our students and enabling them to become:*

- *Successful learners who enjoy learning, make progress and achieve*
- *Confident individuals who are able to live safe, healthy and fulfilling lives*

*Responsible citizens who make a socially and economically positive contribution to society*

*We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school. All concerns are passed through the member of staff who is trained as 'Designated Child Protection Officer' in school in compliance with the 'sharing of information' guidance.*