



*"Houghton Regis Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children".*

## **Job Description - Clerk to Houghton Regis Primary School Governing Board**

**JOB TITLE:** Clerk

**RESPONSIBLE TO:** Chair of Governors

**SALARY:** £100-£150 per meeting

### **MAIN DUTIES & RESPONSIBILITIES:**

#### **Introduction**

The clerk to the Governing Board will be accountable to the Governing Board, working effectively with the Chair of Governors, the Headteacher and other governors. The clerk will be responsible for advising the Governing Board on constitutional matters, duties and powers and will work within the broad current legislative framework. They will secure the continuity of the Governing Board business and observe confidentiality requirements.

The Department for Education has developed a competency framework for clerks and this has been used to develop this job description. The framework can be found at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/609971/Clerking\\_competency\\_framework.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609971/Clerking_competency_framework.pdf)

#### **Relationships and Communication**

The clerk will

- a) Build relationships with key figures in the school, both on the board and in the wider school community
- b) Establish channels of communication for sharing information with the board, and the wider school

#### **Meetings and Administration**

The clerk will

- a) Establish and maintain efficient procedures for meetings, sharing documents in a timely manner
- b) Ensure that board papers are clear and accurate, and that minutes capture discussion points and actions
- c) Evaluate administrative procedures to ensure effectiveness, and adapting these where necessary
- d) Prepare thoroughly for meetings and ensuring outstanding action points are acted on
- e) Maintain, or assist in the maintenance of, accurate registers
- f) Establish efficient records management procedures
- g) Advise the board when governors' terms of office end, and assessing the effect this will have on the board's skills mix
- h) Establish and administering procedures for filling vacancies on the board, whether by appointment or election
- i) Keep a record of governors' attendance and active contribution to meetings

### **Providing advice and support**

The clerk will

- a) Check that meetings are quorate, and if not providing appropriate advice on how to proceed
- b) Support the chair in identifying priorities and upcoming issues when planning meetings
- c) Find appropriate information for the board, and checking the credibility of any sources
- d) Keep the board updated on changes to legal or statutory requirements
- e) Access third-party guidance on behalf of the board where necessary
- f) Keep the board informed about training and development opportunities
- g) Help the board to create a culture in which challenge is welcomed
- h) Contribute to discussions about the design of governance committees and structures, and communicating these to the rest of the school
- i) Support the board when carrying out evaluation exercises

### **Professional judgement**

The clerk will

- a) Advise on conflicts of interest, and how to manage and avoid these
- b) Challenge the board if concerned about non-compliance or the conduct of meetings
- c) Escalate concerns where necessary to the appropriate party

Remain committed to improving own performance, and taking advantage of opportunities attend training and development activities