

Effective clerking
Handout 2
Model Job Description

1. Provide advice to the governing board	2. Effective administration of meetings	3. Membership	4. Manage Information	5. Personal Development	6. Additional Services
<ul style="list-style-type: none"> a. Advise on governance legislation / procedural matters b. Act as the first point of contact for queries on procedural matters c. Have access to appropriate legal advice, support, guidance d. Inform the board of any changes to its responsibilities as a result of a change in school status or changes in legislation e. Offer advice on best practice in governance, including on committee structures, self-evaluation f. Ensure that statutory policies are in place, and are revised when necessary g. Advises on the annual calendar of meetings/tasks h. Send new governors/trustees induction materials, ensure access to appropriate documents i. Contribute to the induction of governors/trustees 	<ul style="list-style-type: none"> a. With the chair and exec leader prepare focused agendas b. Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required c. Ensure meetings are quorate d. Record the attendance at meetings (and any apologies – whether they have been accepted or not), and take appropriate action e. Draft minutes of board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the board), the senior executive leader f. Circulate the reviewed draft minutes to board members, and others as agreed by the board and within the timescale agreed g. Follow-up any agreed action points with those responsible and inform the chair of progress 	<ul style="list-style-type: none"> a. Advise governors/trustees and appointing bodies in advance of the expiry of a term of office, so elections or appointments can be organised in timely manner b. Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections c. Maintain a register of pecuniary interests and ensure the record of business interests is reviewed regularly d. Ensure DBS has been carried out when appropriate e. Maintain a record of training undertaken f. Maintain meeting attendance records and advise the chair of potential disqualification through lack of attendance g. Advise the governing board on succession planning (of all roles, not just the chair) 	<ul style="list-style-type: none"> a. Maintain up to date records of the names, addresses and category of board members and their term of office, and inform the board and any relevant authorities of any changes b. Maintain copies of current terms of reference and membership of any committees and any nominated governors e.g. safeguarding, SEND c. Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published as agreed d. Maintain records of correspondence e. Ensure copies of statutory policies and other school documents are kept and published as agreed, for example, on the website 	<ul style="list-style-type: none"> a. Undertake appropriate and regular training and development to maintain her/his knowledge and improve practice b. Keep up-to-date with current educational developments and legislation affecting school governance c. Participate in regular performance management 	<p>The clerk may be asked to undertake the following additional duties:</p> <ul style="list-style-type: none"> a. Clerk any statutory appeal committees/panels: if the clerk is not contracted to set up and clerk these panels, the governing board will have to make an alternative arrangement b. Assist with the parent / staff elections c. Participate in, and contribute to the training of governors/trustees in areas appropriate to the clerking role d. Maintain relevant DfE, LA and church authorities guidance documents e. Maintain archive materials f. Prepare briefing papers for the governing board, as necessary g. Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies h. Perform such other tasks as may be determined by the governing board from time to time