**Job Description Clerk to the Governors and Company Secretary**

**EXCELLENCE CREATIVITY VISION**

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| AmbitiousCourageousAchievingLeadership | Risk takingFlexibleInquisitiveReflective | BSfG skillsValuesTechnologyGlobal |

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| **Job Title** | Clerk to the Governors and Company Secretary |
| **Line Manager** | Governors  |
| **Salary and Hours** | Scale 6 point 16-20 |
| **Main Purpose of the role** | The clerk to the Governing Body will be accountable to the Governing Body, working effectively with the Chair of Governors, and with the Headteacher and other governors. The clerk will be responsible for advising the Governing Body on constitutional matters, duties and powers and will work within the broad current legislative framework. He/she will secure the continuity of Governing Body business and observe confidentiality requirements.  |
| **Meetings : The Clerk to the Governing Body will:** | * Work effectively with the Chair and Headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DfE, LEA and is focused on school improvement;
* Encourage the Headteacher and others to produce agenda papers on time;
* Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days before the meeting;
* Record the attendance of governors at the meeting and take appropriate action re 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, including indicating who is responsible for any agreed action;
* Record all decisions accurately and objectively with timescales for actions;
* Send drafts to the Chair and Headteacher for amendment /approval by the chair;
* Copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body;
* Advise absent governors of the date of the next meeting;
* Keep a minute book, or file of signed minutes, as a 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.
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| **Membership****The Clerk will**: | * Maintain a database of names, addresses and category of Governing Body members, and their term of office. Check and update, if necessary the Edubase (DfE online portal) every 90 days;
* 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 committee and working parties and nominated governors e.g. Literacy;
* Advise governors and appointing bodies of expiry of the term of office before term expires so elections or appointments can be organised 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;
* Advise that a register of Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school;
* Check with the LA that Criminal Records Bureau disclosure has been successfully carried out on all new appointees and re-appointees.
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| **Advice and information : The Clerk will:** | * Advise the Governing Body on procedural issues;
* Have access to appropriate legal advice, support and guidance;
* Ensure that new governors have a copy of the DfE Guide to the Law, each year a copy of the Academies Handbook and other relevant information;
* Take action on governing body’s agreed policy to support new governors, taking account of the Guidance for Headteachers and Chairs of Governors on the National Training Programme for New Governors and induction materials/courses made available by LAs and others;
* Advise on the requisite contents of the school prospectus;
* Ensure that statutory policies are in place, and that a file is kept in the school of policies and other school documents approved by the Governing Body;
* Maintain records of Governing Body correspondence.
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| **Professional Development : The Clerk will:** | * Successfully complete the National Training Programme for Clerks to Governing Bodies or its equivalent if necessary
* Attend termly briefings and participate in professional development opportunities;
* Keep up-to-date with current educational developments and legislation affecting school governance.
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| **The clerk may be asked to perform as part of their duties any of the following:** | * Clerk some or all statutory and non-statutory Governing Body committees;
* Assist with the elections of parent, teacher and staff governors;
* Give advice and support to governors taking on new roles such as Chair or Chair of a committee;
* Participate in, and contribute to the training of governors in areas appropriate to the clerking role;
* Maintain a file of relevant DfE, ESFA and LA documents;
* Maintain archive materials;
* Assist with the preparation of material for the annual audit and the Governors Annual Report and Accounts.
* Assisting with the statutory information and distribution of the report in preparation for it to be presented to Governors by the External Auditor.
* Arranging for a copy of the Governors Annual Report and Accounts to be accessible on the school website after they have been agreed at the Governors meeting;
* Prepare briefing papers for the Governing Body, as necessary;
* Help to produce a Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items for meetings of the Governing Body and its committees.
* Remind all Governors to complete the termly ‘ Register of Business Interest’ form – declaring any interest in any company they own/or company that the school may use/or students/adult know to them that may be employed by the school – once updated check that all have completed them and remind them;
* As the Academies Company Secretary maintain accurate records and keep the Companies House database updated when Governors are elected or resign – termly;
* Update termly the Governors section of the website with attendance records and business interest termly reports and any other
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| **PERSONAL AND PROFESSIONAL CONDUCT** |
|  | * Treat pupils and staff with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position.
* Having regard to the need to safeguard pupils’ wellbeing in accordance with statutory provisions.
* Show tolerance of and respect for the rights of others.
* Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
* Ensure that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.
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| **Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.**  |
| **Confidentiality****During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Brentford School for Girls or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.** |
| **Data Protection****During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.** |
| **Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.** **Staff at Brentford will also be responsible for any other duty deemed reasonable as directed by the Headteacher.** |

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**