



## **DISCOVERY PRIMARY ACADEMY**

### **Clerk to Local Governing Committee**

#### **Job Description**

**Discovery Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

#### **Main purpose**

To prepare for, attend and minute Local Governing Committee meetings (usually 4 per year), in addition to delivering a full administrative and advice service to the Local Governing Committee in the school. There will be an element of post-meeting action points to follow through and Governor election administration when vacancies exist. The clerk will contribute towards the efficient and effective functioning of the Local Governing Committee. The Clerk may be required to attend other formal meetings outside of the Local Governing Committee as and when required.

#### **Responsibilities**

- Working with the Chair of Governors' and Headteacher to prepare agendas and liaising with those preparing papers to make sure they are available on time.
- Convening meetings and distributing papers as required.
- Ensuring meetings are quorate, inclusive, and well structured.
- Overseeing election of the Chair and Vice-Chair and administering Governor vacancies and appointments in accordance with laid-down procedures.
- Recording attendance/apologies and taking appropriate action in relation to absences.
- Taking minutes indicating who is responsible for any agreed actions with timescales and circulate as agreed with the Local Governing Committee and the Trust within a reasonable timescale.
- Following up on agreed action points with those responsible and informing the Chair of progress.
- Advise the Local Governing Committee on governance legislation and procedural matters where necessary before, during and after meetings.
- Advises on the annual calendar of Local Governing Committee meetings and tasks.
- Send new Governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.
- Arranging for the induction of Governors.
- Signposting necessary training for Governors and keeping and maintaining accurate records training undertaken.
- Accessing external advice as appropriate.

- Maintaining membership records including contact details of Local Governing Committee members, terms of office and informing any relevant authorities and the Trust of changes to membership details.
- Advising Governors in advance of the expiry of a Governor's term of office
- Conduct skills audits as required.
- Maintaining governing documents such as terms of reference and approved minutes.
- Collating, maintaining, and publishing the register of Business and Pecuniary interests.
- Liaising with the school to ensure that Disclosure and Barring Service (DBS) and other relevant checks are carried out on any members of the Local Governing Committee where it is appropriate to do so.
- Maintaining records of Local Governing Committee correspondence
- Overseeing Governor communication.
- Drafting correspondence on behalf of the Local Governing Committee
- Ensuring the publication of governor information on the Academy website is up to date and relevant.
- Maintaining professional working relationships with the chair, the Local Governing Committee and school leaders
- Ensuring that data protection requirements are adhered to in terms of Governor business.
- Updating DfE records on Governor appointments and resignations / leavers.

### **Additional Services**

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the Local Governing Committee is required to convene.
- Perform such other tasks as may be determined by the Local Governing Committee from time to time.

### **Equality Opportunity**

The post holder will be expected to undertake all duties in the context of and in compliance with the academy's and council's equal opportunities policies.

### **Safeguarding Children**

The academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.

**Headteacher/line manager's signature:** \_\_\_\_\_

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

**Postholder's signature:** \_\_\_\_\_

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