



**BIDDICK
ACADEMY**

SPECIALISING IN SPORTS
AND PERFORMING ARTS

Job Description

Clerk to Governors

Salary Grade F, Points 11-14 (£21,166-£22,462 pro-rata)

Responsible to: Headteacher / Chair of Governors

1. Main Purpose of the Job

- 1.1. To provide administrative support to the school Governing Board.
- 1.2. To guide the Governing Board so that all statutory duties are met, providing advice and information as appropriate.
- 1.3. Prepare Agendas for meetings, and prepare Minutes for circulation to members of the Governing Board.
- 1.4. Advise on best practice in governance, including on committee structures and self evaluation.
- 1.5. Ensuring that governors are kept up to date, informed and made aware of current issues and that they are kept informed of their responsibilities and duties.

2. Key Tasks

- 2.1. To organise the work of the Governing Body in liaison with the Chair of Governors and the Headteacher.
- 2.2. To offer information and advice on law and procedures to the Governing Board in order to support governors in their work.
- 2.3. To work with Governors to establish an annual programme of meetings, and ensure all parties involved in such meetings are informed of dates and times.
- 2.4. To ensure that all meetings are properly minuted and that the minutes are signed by the Chair and dated at each meeting as being a true record of the previous proceedings.
- 2.5. To ensure that the minutes and accompanying papers are filed electronically, in a secure form, and that paper copies are filed appropriately.
- 2.6. To ensure that all agendas, invites to meetings, reports and minutes are distributed to all Governors at least a week prior to meetings.
- 2.7. To maintain an on-going review programme of statutory school policies, ensuring that review dates are met by the appropriate committee and any changes in legislation or

guidance that requires an earlier review of a policy is scheduled into the next available meeting.

- 2.8. To maintain a list of all Governors and their addresses, terms of office and the committees that they sit on.
- 2.9. To maintain a register of attendance for Governors meetings, and a register of pecuniary and business interests, the latter to be updated annually in the Autumn term.
- 2.10. To work with the school's IT technicians to set up a Governors Virtual Office, ensuring that this is kept up to date with relevant paperwork. The 'technical' side of this will be completed by the school's technicians, and the role of the Clerk will simply be to upload and collate documents (in liaison with HT and Chair of Governors).
- 2.11. To organise the election and ballot for Chair each Autumn and for Parent Governors when the need arises.
- 2.12. Send new Governors induction materials and ensure they have access to appropriate documents including any agreed code of practice.
- 2.13. Contribute to the induction of Governors taking on new roles, in particular chair or chair of a committee.
- 2.14. To undertake all other reasonable duties appropriate to the job purpose shown above such as may be delegated and required by the Governing Board.

3. Other Information

- 3.1. The post holder must carry out their duties in accordance with Biddick Academy's Equal Opportunity Policy, Health & Safety Policy, Child Protection Policy, Staff Code of Conduct and the School's requirements and standards. Biddick Academy is committed to safeguarding and promoting the health, welfare and well-being of the children in its care.
- 3.2. The post holder will demonstrate a commitment to and understanding of equal opportunities and set an example of non-discriminatory behaviour and work practices, as set out in the school's Equal Opportunities Policy.
- 3.3. Ensure that the GDPR (Data Protection) is adhered to, in relation to information related to the Governing Board. Under this legislation, it is the responsibility of each member of staff to ensure that electronic and printed information relating to pupils, families and staff is stored in a secure way, and used only in accordance with the school's policies and procedures.
- 3.4. The post holder will be committed to attending staff training and participate actively in their own development through ongoing supervision and performance management.
- 3.5. Whilst every effort has been made to explain the main duties and responsibilities of the post, it is not possible to set out in detail every individual task, given the scope of the role and the expectation that this role will evolve. However, the Job Description does sum up the broad nature of the role as well as the key tasks.
- 3.6. This post is subject to an Enhanced Disclosure and Barring Service check.