

GWYNEDD COUNCIL

JOB DESCRIPTION

POST TITLE	GOVERNOR CLERK (ADVISORY LEVEL)	New Grade 2019	GS4 Points (7-11)
DEPARTMENT	EDUCATION	SERVICE	SCHOOLS' SERVICE
LOCATION	SCHOOL	POST NO.	

RESPONSIBLE TO	HEAD TEACHER AND CHAIR OF GOVERNORS
POST NO	

JOB PURPOSE	<p>Ensure that the people of Gwynedd are at the heart of everything we do.</p> <p>To provide clerical support to the School Governing Board.</p> <p>Administer and support the work of the governing body in accordance with authority guidelines, working effectively with the Chair of Governors and the Head teacher.</p> <p>This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</p>
--------------------	--

RESPONSIBILITY FOR RESOURCES (e.g. staff, finance, equipment)	
---	--

MAIN DUTIES AND KEY TASKS

- 1 Collaborate with the Chairperson and Head Teacher on the agenda content for meetings, providing background papers for those meetings – five working days prior to the meeting.
- 2 Prepare and send the agenda to members of the Governing Body – five working days prior to the meeting.
- 3 Check with the Chairperson any matters acted upon between meetings and which need to be reported to the Governing Body.
- 4 Attend meetings of the full Governing Body as well as the statutory sub-committees and take appropriate minutes (up to 6 meetings annually). The Clerk may claim payment for additional meetings and any meeting that runs over 2 hours.)
 - It is statutory that a Governing Body holds at least one meeting of the full body per term.
 - Formal Governor and Parents Meeting if required, following parent petition
 - Statutory sub-committees if required for additional payment if 6 meeting have taken place
- 5 Ensure that the Governing Body determines dates for meetings in advance and that this information is made known to the Local Authority (LA).
- 6 Produce and send draft copies of the minutes to the Chairperson and Head Teacher before producing a finalized version to be sent to all members of the Governing Body and to the LA.
- 7 Record Governors' attendance at meetings and notify any Governor who is at risk of being disqualified due to non-attendance.
- 8 Keep a record of each Governor's term of office and contact the LA on occasions when a term of office ends or when there are resignations.
- 9 Correspond on behalf of the Governing Body, as required.
- 10 Keep in order all minutes, correspondence and other documents relating to the work of the Governing Body.
- 11 Assist the Chair and Governing Body to prepare an Annual Report to Parents.
- 12 Attend and take minutes at the Formal Governor and Parents Meeting if required.
- 13 Assist the Governing Body to provide evidence for the Quality Awards for Governing Bodies.
- 14 Attend courses organized for Governors' clerks, and complete the mandatory course for new clerks. Distribute information about training to the Governing Body, and keep a record of the governors' attendance.
- 15 Keep a current record of all governors that need to attend mandatory training. And notify any governor who is at risk of being disqualified due to non-attendance of a mandatory course.
- 16 The Clerk should ensure that Governors CRB Certificates are current and Declaration of Interest forms are completed annually.
- 17 Responsibility for self-development.
- 18 Ensure compliance with Health and Safety rules in the workplace in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- 19 Operate within the Council's policies and procedures in relation to equal opportunities and equality.
- 20 Responsibility for information management in accordance with the Council's information Management standards and guidelines. Ensure that personal information is handled in compliance with Data Protection legislation
- 21 The above list of duties is only an outline. The post holder will be expected to undertake any other duties relevant to the nature and scale of the post, in accordance with Reasonable requests from the Line Manager.

EXTENDED ADVISORY CLERKING SERVICE:

The Clerk of Governors will provide advisory service:

- Giving guidance on the statutory legal responsibilities of the governing body;
- Ensuring that the governing body is properly constituted in accordance with legislative requirements;
- Arranging for the drafting, signing and maintenance of the governing body's Instrument of Government;
- Advising on Instruments of Government, school government regulations, statutory circulars, relevant legal judgements and measures associated with school governance that may impact on the role of the governing body;
- Advising on eligibility, quorums, election procedures and disqualification regulations;
- Giving guidance on the establishment, compositions and (statutory) review of committees (including terms of reference for those committees);
- Giving guidance on constitutional and procedural matters;
- The monitoring of follow up action points and correspondence arising from decisions taken at meetings;
- Ensuring statutory policies are in place, and that a file is kept in the school of policies and other documents that have been approved by the governing body;
- Conducting research as required by the governing body;
- Undertaking any other duties and responsibilities commensurate with the post.

SPECIAL CIRCUMSTANCES (e.g. the need to work unsociable hours, special working arrangements, etc.)

- Required to work unsociable hours as Governing Body meetings are mainly held in the evening
- Required to minute at least 6 meetings annually, individual Governing Boards may require additional meetings at an extra cost
- Required to minute at sub-committees at an extra cost
- Required to minute at Formal Governor and Parents Meeting if required, following parent petition

GOVERNOR CLERK HOURS (GS4) SECONDARY

Preparation before meeting	4hrs per meeting
Preparation of minutes and correspondence	8.5hrs per meeting
Meeting	2 hrs
Total hours per meeting	14.5hrs
14.5hrs x 6 meetings =	87.5 hrs per annum

Annual Administration (12.5 hrs) - DBS, Governor Interests, Courses, Governor Elections and Nominations, Membership, School Policy lists

Administration = 12.5 hours

In addition the annual wage includes **2 hours** pay for training

Total hours = 100 per annum

NOTE

- 6 Governor meetings annually
- A Governor Meeting should last no more than 2 hours, should any meeting over-run-the Clerk

may claim overtime. -Should the Governing Board require the Clerk in any sub-panel or more that 6 meeting per annum, the Clerk can claim overtime.

The above Job Description describes the principal purpose and the main elements of the post. It is a guide to the nature and main duties of the post as they exist currently. However, it is not intended as a wholly comprehensive or permanent schedule and is not part of the Contract of Employment.

To be completed by the postholder

SIGNED POSTHOLDER		DATE	
SIGNED HEAD OF SERVICE		DATE	

Mae'r awdurdod hwn wedi ymrwymo i ddiogelu a hyrwyddo lles plant a phobl ifanc ac mae'n disgwyl y bydd pob un o'i staff a'i wirfoddolwr yn rhannu'r ymrwymiad hwn.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.