



Being a Clerk to Governors at a school within the Clifton Diocese can be a rewarding way of supporting Catholic education.

The following governing bodies have a vacancy for a Clerk to Governors as at January 2022:

- 1) St Joseph Secondary, Salisbury - Contact Paul Hooper, Chair of Governors for more information via pho@sjcs.org.uk
- 2) St John Primary, Trowbridge – Contact, Mike Simmons, Chair of Governors for more information via MSimmons@st-johns-trowbridge.wilts.sch.uk
- 3) St Joseph College, Swindon – contact Jessica Higgins, Chair of Governors for more information via JHiggins@stjosephscollege.net

The level of pay, terms and conditions, frequency and timings of meetings will vary at each school, but more details are available from each Chair of Governors.

Every Governing Body is required by law to have a clerk. The clerk to the Governing Body is accountable to the Governing Body, working effectively with the chair of governors, other governors and the headteacher. The clerk will be responsible for advising the board on constitutional matters, duties and powers and will work within the broad current legislative framework. S/he will secure the continuity of governing body business and observe confidentiality requirements.

Main responsibilities and duties, will vary for each governing body, but may include some or all of the following, but exact details will be available from each school:

1. *Ensure that the Governor Body is constitutionally compliant and fulfils its legal and statutory duties.*
2. *To work effectively with the chair and headteacher before the Governing Body meeting to prepare a purposeful agenda which takes account of DfE, LA and Diocese issues and is focused on school improvement.*
3. *To encourage the headteacher and others to produce agenda papers on time.*
4. *To 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.*

5. *To take notes of the Governing Body meetings to prepare minutes, including indicating who is responsible for any agreed action.*
6. *To record all decisions accurately and objectively with timescales for actions.*
7. *To send drafts to the chair and headteacher for amendment/approval by the chair*
8. *To copy and circulate the approved draft to all governors within the timescale agreed with the Governing Body.*
9. *To keep a minute book, or file of signed minutes, as an archive record.*
10. *To liaise with the chair, prior to the next meeting to receive an update on progress of actions agreed previously by the Governing Body.*
11. *Following the approval of the minutes at the next meeting, forward a copy to the LA as necessary.*
12. *To chair that part of the meeting at which the chair is elected.*
13. *Maintain a database of names, addresses and category of Governing Body members, and their terms of office.*
14. *Initiate a welcome pack/letter being set to newly appointed governors including details of terms of office.*
15. *Maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. Literacy.*
16. *Maintain governor meeting attendance records and advise the Governing Body of non-attendance of governors.*
17. *Check with the LA and where appropriate, the Diocese that Disclosure and Barring Service checks have been successfully carried out on all new appointees and re-appointees.*
18. *Maintain records of Governing Body correspondence.*
19. *Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.*
20. *To inform the Diocese of changes to the Foundation Governors membership.*
21. *To liaise with the Diocese on governor matters as appropriate.*