



Willersey C of E Primary School

'We learn together through faith, fun and friendship'

Job Description

Clerk to the Governors

Accountable to: Chair of Governors

The Job Role:

Working effectively with the Chair of Governors, and with the Head Teacher and other Governors, the Clerk to the Governors 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.

Key Roles and Responsibilities

Meetings:

To support the Governing Body and provide effective administration of meetings the Clerk to the Governors will:

- Attend meetings in person (or remotely in exceptional circumstances)
- Work effectively with the Chair of Governors and the Head Teacher before Governing Body meetings to prepare a purposeful agenda taking account of issues and focusing on school improvement
- Encourage the Head Teacher and others to produce agenda papers on time
- Produce, collate and distribute the agenda and papers to ensure Governors receive them within the agreed timescale
- Record the attendance of Governors at meetings and take action regarding absences
- Advise the Governing Body on governance legislation and procedural matters where necessary
- Prepare minutes of Governing Body meetings, indicating agreed action points and who is responsible for those
- Record all decisions accurately and objectively with timescales for action
- Submit all draft documents to the Chair and Head Teacher for amendment/approval
- Issue the approved draft to all Governors within the agreed timescale
- Advise Governors and co-opted Committee Members of the dates of meetings for the year
- Keep a record of minutes produced

- Liaise with the Chair prior to each meeting to receive an update on progress of agreed actions

Membership:

To support the Governing Body and provide effective administration of membership the Clerk to the Governors will:

- Maintain a database of names, addresses and category of Governing Body members, and their term of office
- Initiate and develop a welcome pack/letter to be sent to newly appointed Governors, including details of terms of office
- Maintain copies of current terms of reference, Committee membership and the nominated responsibility/link role of each Governor
- Advise Governors and appointing bodies of expiry of the term of office before term expires so elections can be organised in a timely manner
- Ensure a register of Governing Body pecuniary interests is maintained and reviewed annually
- Inform the Governing Body of any changes to its membership
- Maintain Governor meeting attendance records
- Check that Criminal Records Bureau (DBS) disclosure has been successfully carried out on any Governor when it is appropriate to do so

Advice and information:

To support the Governing Body and provide effective advice and information the Clerk to the Governors will:

- Advise the Governing Body on procedural issues
- Have access to appropriate legal advice, support and guidance
- Take action on the Governing Body's agreed policy to support new Governors
- Ensure that statutory policies are in place, and that a file of policies is maintained and kept in the school along with other school documents approved by the Governing Body
- Maintain records of Governing Body correspondence.
- Ensure that Members' register of pecuniary interests is maintained and reviewed annually
- Liaise with Chair of Governors on the agenda and circulate to the Members
- Attend the meeting and take minutes

Other Duties:

In addition to the responsibilities above the Clerk may be asked to perform as part of their duties any of the following:

- Assist with Governor elections
- Advise and support Governors taking on new roles
- Participate in and contribute to the training of Governors in areas appropriate to the clerking role
- Maintain archive materials
- Prepare briefing papers for the Governing Body, as necessary;
- Maintain Governing Body Year Planner, which includes an annual calendar of meetings and the cycle of agenda items.

Professional Development:

To ensure the provision and maintenance of effective support to the Governing Body the Clerk to the Governors will:

- Successfully complete the National Training Programme for Clerks to Governing Bodies, or its equivalent (e.g., training provided by Gloucestershire County Council)
- Attend termly briefings and participate in professional development opportunities
- Keep up to date with current educational developments and legislation affecting school governance

Safeguarding:

- Undertake and keep updated with all relevant safeguarding training.

Willersey C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This position is subject to an enhanced DBS check.

June 2026