



Preston Primary Academy Trust	
JOB DESCRIPTION	
Job Title:	Clerk to Local Governing Body (LGB)
Reports To:	Chair of Governors / Headteacher
Grade:	13, scale points 6-11

Main Purpose of Job:

Provide advice and guidance to the local governing body (LGB) on governors, constitutional and procedural matters. A professional clerk will contribute towards the efficient functioning of the LGB by providing:

- Administrative and organisational support;
- Guidance to ensure that the LGB works in compliance with the scheme of delegation and LGB terms of reference, and understands the potential consequences for noncompliance; and
- Advice on procedural matters relating to the operation of the LGB.

KEY RESPONSIBILITIES

Provide advice to the local governing body

- Advise the LGB on its core functions and Department for Education governance advice.
- Advise the LGB on its delegated responsibilities and powers, governance legislation and procedural matters where necessary before, during and after meetings.
- Know where to access appropriate legal advice, support, and guidance, and where necessary seek advice and guidance from Lead Governance Professional on behalf of the LGB.
- Inform the LGB of any changes to its responsibilities because of a change in school status, changes in the scheme of delegation or changes in the relevant legislation.
- Offer advice on best practice in governance.
- Ensure that policies delegated to schools are in place, and that staff revise these when necessary.
- Advise on the annual calendar of the LGB meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including any agreed Code of Conduct as set out in the induction handbook
- Contribute to the induction of governors taking on new roles, and particularly the chair of the LGB.
- Identifies priorities, anticipates issues which may arise and draws these matters to the chair's attention and proposes recommendations.

Effective administration of meetings

- With the chair and headteacher, prepare a focused agenda for the LGB meetings.
- Liaise with those preparing papers to make sure they are available on time and distribute the agenda and papers as required in the articles of association.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of local governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and the headteacher.
- Circulate the reviewed draft to all Directors via the lead governance professional.
- Follow-up any agreed action points with those responsible and inform the chair of progress.

Membership

- Advise governors and appointing bodies in advance of the expiry of a governors' term of office and the impact of this on the board's capacity and skills mix.
- Establish, in discussion with the board, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- Chair the part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about Governors such as any pecuniary interests and where required published or arrange to be published, this information on the school's and trust's website.
- Ensure Disclosure and Barring (DBS) and Section 128 checks have been carried out on any governor when it is appropriate to do so, either by your own undertaking or through the school.
- Maintain a record of training undertaken by members of the LGB using the central training log.
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance.
- Advise the LGB on succession planning (of all roles, not just the chair).

Manage Information

- Maintain up to date records of the names, addresses and category of LGB members and their term of office, and inform the local governing body the lead governance professional and DfE (via GIAS) of any changes to its membership.
- Ensure Business and Pecuniary interests are always current.
- Maintain copies of current terms of reference and any nominated governors e.g. SEND.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to the lead governance professional and are published as agreed at meetings.
- Maintain records of governing board correspondence.
- Ensure copies of statutory policies and other school documents approved by the board of directors and LGB are kept in the school and published as agreed, for example, on the website, either by your own undertaking or through the school.
- Manage the flow of information from LGB to the Directors and vice versa.

People and relationships

- Develop and maintain effective professional working relationships with the chair, the LGB, the school SLT and the PPAT Central team.
- Contributes to the coordination of effective learning and development opportunities for those involved in governance, including induction, and continuing professional development.

Personal Development

- Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting school governance.
- Participate in regular performance management.

Additional Services

- Clerk any statutory appeal committees/panels the LGB is required by the scheme of delegation to convene:
- Maintain a file of relevant Department for Education (DfE), local authority and church authorities (if appropriate) guidance documents.
- Maintain archive materials.
- Conduct skills audits as directed by the Trust Board and advise on training requirements.
- Perform such other tasks as may be determined by the LGB from time to time.
- Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself.
- To undertake any other duties commensurate with the role.

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the Trust.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
Job Holder:	Date:
Line Manager	Date: