

# Role description

## For local governing body clerk

### Role purpose

To provide advice and guidance to the local governing body on governance, constitutional and procedural matters.

A professional clerk will contribute towards the efficient and effective functioning of a local governing body and its sub-committees by providing:

- administrative and organisational support

- guidance to ensure that the local governing body works in compliance with the appropriate legal and regulatory framework and understands the potential consequences for non-compliance

- advice on procedural matters relating to the operation of the local governing body

### Key duties

#### Organising meetings, hearings and appeals

The clerk prepares for and administrates meetings, allowing the local governing body to make effective use of their time and focus on strategic matters. The clerk supports the effective running of meetings by:

- working with others to prepare agendas and liaising with those preparing papers to make sure they are available on time

- convening meetings and distributing papers as required by legislation

- ensuring meetings are quorate, inclusive and well structured

- overseeing election of officers

- recording attendance/apologies and taking appropriate action in relation to absences

- taking minutes indicating who is responsible for any agreed actions with timescales

- circulating draft and approved minutes to all governors/trustees/members of the committee, the headteacher and other relevant bodies within the timescale agreed with the local governing body

- following up on action points with those responsible and informing the chair of progress

#### Providing advice and guidance

- advising on legal duties and governing practice

- advising on constitutional requirements

- advising on local governing body and Trust governance procedures

- advising on statutory guidance and policies

- advising on annual tasks and decisions

- advising on governor/trustee CPD

- accessing external advice as appropriate

- supporting issue resolution



monitoring eligibility of local governing body members to serve, including on committees  
notifying disqualifications, expiry of office etc  
statutory registers and filing returns

Person specification

Knowledge