



WADDESDON

CHURCH OF ENGLAND SCHOOL

GOVERNANCE PROFESSIONAL JOB DESCRIPTION

Reporting to:	Governing Board
Hours	14 hours p.w., working 40 weeks (paid 45.8)
Role Purpose:	To provide advice and guidance to the governing or trust board on governance, constitutional and procedural matters. A professional clerk will contribute towards the efficient and effective functioning of a governing board and its committees by providing: • administrative and organisational support • guidance to ensure that the board 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 board
Prescribed Duties:	Policy and Procedure • Act as the first point of contact on procedural and constitutional matters; • Liaise with Church House Oxford, Bucks Council and others as appropriate for legal advice, support and guidance, on behalf of the governing board; • Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff; • Advise on the annual calendar of governing board meetings and tasks; • Send new governors induction materials and ensure they have access to appropriate documents; • Advise on constitutional requirements, legal duties and governing practice, board procedures, annual tasks and decisions; • Ensure compliance in governance with the Academies Trust Handbook and the Academy Trust Governance Guide. Effective administration of meetings • Convene governing board meetings in accordance with legislation; • With the chair and headteacher prepare a focused agenda for the AGM, governing board meetings and committee meetings; • Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required by legislation or other regulations; • 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 governing board meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the chair and (if agreed by the governing board), the headteacher; • Circulate the reviewed draft to all governors (members of the committee), and the headteacher within the timescale agreed with the governing board;

- 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 governor's term of office, so elections or appointments can be organised in a timely manner;
- Chair that part of the meeting at which the chair is elected, giving procedural advice concerning conduct of this and other elections;
- Maintain a register of governing board and members' pecuniary interests and ensure regular review;
- Maintain governor meeting attendance records and advise the chair of potential disqualification through lack of attendance;
- Carry out the recruitment and reappointment processes for governors including liaising with external bodies such as ODBE.

Manage Information

- Maintain professional working relationships with the chair, the board and school leaders;
- Communicate on board matters outside of meetings;
- Where appropriate, liaise on behalf of the board;
- Maintain up to date records of the names, addresses and category of governing board members and their term of office, and inform the governing board and the NGA and ODBE. of any changes to its membership
- Ensure that the SBM is aware of updates required for GIAS and Companies House;
- Maintain copies of current terms of reference and membership of any committees and working parties and any nominated governors e.g. Child-protection, SEND;
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings;
- Maintain records of governing board correspondence;
- Administer cloud-based storage systems (Microsoft Teams and GovernorHub) and ensure they are accurate and updated;
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website;
- Develop, review and maintain governance documents, such as articles of association, operating framework, schemes of delegation, terms of reference, role descriptions and code of conduct.

Website maintenance

- Oversee publication of governance information on the school website;
- Check that information on the website is up-to-date, including all statutory policies, in particular safeguarding, child protection and equal opportunities;
- Ensure that the website is statutorily compliant.

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

- Advise on admissions and support the admissions processes;

	• Represent the governing board at admission appeals and support the preparation of appeals documentation; • Clerk any statutory appeal committees/panels the governing board is required to convene; • Conduct the elections of parent and staff governors; • Participate in, and contribute to the training of governors in areas appropriate to the clerking role; • Support the Chair in preparation of the trustees' annual report; • Support the Business Manager in governance matters relating to the school's audit; • Maintain archive materials; • Prepare briefing papers for the governing board, as necessary; • Perform such other tasks as may be determined by the governing board from time to time; • Offer advice on best practice in governance, including on committee structures and self-evaluation; • Conduct skills audits and advise on training requirements and the criteria for appointing new governors relevant to vacancies; • Conduct induction of new governors
General:	• To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements • To contribute to the provision of a supportive, aspirational and effective environment for learning • To support the promotion of positive relationships with parents and outside agencies • To attend skill training and participate in personal/performance development as required • To take care of their own and other people's health and safety In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.